



## **Executive Assistant People and Strategy Permanent Full-time**

Scenic Rim Regional Council delivers community services and infrastructure to a population of more than 40,000. With a team exceeding 420 employees, we are committed to shaping a progressive future for our community through collaboration, integration and innovation. We are extremely proud of our region which is well renowned for its breathtaking scenery, agricultural and tourism industries.

This is a fantastic opportunity to join our friendly team to deliver a high level of efficient, effective and professional administration and support services to the General Manager People and Strategy and other senior officers within the portfolio.

### **Key responsibilities of this role include the following:**

- Manage and coordinate the daily functions of the office of the General Manager in order to deliver client focused services in a demanding and fast-paced environment.
- Research, prepare and coordinate the development of high-level responses to enquiries, correspondence, briefings, reports and other documentation as required.
- Perform meeting secretariat functions including preparation of meeting packs with agenda and reports, minute taking, organising and scheduling meetings, sourcing and organising venues, equipment, and catering as required.
- Develop and maintain positive, collaborative working relationships across all portfolios, as well as with internal and external stakeholders of other government agencies and private organisations.

### **The successful applicant will bring:**

- A minimum of two years' experience in an administrative/executive support role.
- Demonstrated ability to perform secretariat functions for executive and/or senior level meetings.
- Demonstrated experience in effectively managing the office of a senior executive, including diary and email management, liaising with internal and external stakeholders, screening telephone calls and prioritising workloads.

Further,

- Understanding of compliance within a Local Government environment or large organisation will be highly regarded.
- A Certificate III in Business Administration or a related qualification will be well regarded.

Conditions of employment for this full-time position will be in accordance with Council's Enterprise Bargaining Agreement and relevant Awards with the remuneration ranging between \$70,422 to \$75,227.32 per annum.

### **To apply please submit via [SEEK](#):**

1. **A statement** (maximum of 2 pages) demonstrating how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.
2. **A current resume** (maximum of 5 pages) which should include the names and contact details of at least 3 referees. One referee should be a Manager you have worked for during the past two years.

**Close date:** Applications are to be received by **12 noon Tuesday 27 October 2020** and are required to be submitted via [SEEK](#).

Please direct any related queries to [caroline.m@scenicrim.qld.gov.au](mailto:caroline.m@scenicrim.qld.gov.au)

**For further information, please refer Council's [website](#).**

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