Position description

Position title: Executive Assistant & Office Manager
Employer: Jean Hailes Foundation
Location: East Melbourne
Supervisor/Manager: CEO
Date: July 2021

Background

Jean Hailes for Women's Health (JHF) is a national not-for-profit organisation dedicated to improving the knowledge of women's health throughout the various stages of their lives, and to providing a trusted world-class health service for women. We combine research, clinical care and practical education for women and health professionals. Our key point of difference is the translation and dissemination of research and medical evidence into easy-to-understand health information, delivered in multiple ways, to suit our audiences.

Our mission is to create a healthier future for all women.

Summary of position

The Executive Assistant & Office Manager is responsible for the internal workings and day-to-day smooth running of the office and applies highly developed organisational and analytical skills to proactively support the CEO.

Key job requirements, responsibilities and ongoing performance indicators

Executive support
- Provide high-quality executive and project management support to the CEO as required
- Arrange meetings/events, including schedule coordination, venue/room bookings, catering and audio-visual equipment, welcoming visitors
- Support the preparation of documents such as correspondence, proposals, project reports and presentations
- Create and maintain customer relationship management records
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Office Management
- Responsible for the internal workings and day-to-day smooth running of the office
- Organise team meetings, prepare and distribute agendas and minutes
- Distribute staff announcements
- Oversee the upkeep of the org chart and relevant website pages
- Liaise with IT support, building management and insurance companies
- Support and assist HR with staff induction
- Support and assist team members and other projects as required

Statutory & policy responsibilities
N/A

People Responsibilities
N/A

Requirements of position holder

Education level
- Formal qualifications are not required for this position but previous experience in an administration or executive assistant position will be highly regarded.

Experience
- Timely and accurate preparation of correspondence and detailed reports
- Wide-ranging stakeholder liaison, preferably in the not-for-profit sector

Organisational knowledge
- Sound understanding of Jean Hailes’ current initiatives and strategic direction

Skills
- Capable of taking initiative to get things done with minimal direction
- The ability to complete what needs to be done to a high standard and on schedule
- Impeccable attention to detail and quality
- Well-developed computer literacy skills particularly word processing, spreadsheets, databases, calendar management and customer relationship management software
- Adept at juggling multiple tasks and deadlines
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Communication Skills

- Excellent written and verbal communication skills
- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels, both internal and external to the Foundation
- Demonstrated ability to participate positively in a team
- Outstanding customer service skills
- Ability to contribute to a positive and learning-focused work environment with initiative and a proactive approach
- Values collaboration, self-improvement and growth