



HOMES OUT WEST
Making a Difference

EXECUTIVE TEAM ASSISTANT

(22.8hrs per week, flexible hours considered)

Social, Community, Home Care and Disability Services

Industry Award 2010 - Level 3

Homes Out West is a not for profit, community housing provider operating across the southern and western regions of New South Wales and aims to meet the housing needs of the communities which we serve.

Our organisation is seeking a suitably skilled and professional Executive Team Assistant to join our Deniliquin team.

Responsible for providing high level support to the Executive Management Team through the provision of a range of administrative and related support functions, the Executive Team Assistant will be an effective contributor to the overall success of the organisation and the achievement of its objectives.

Key duties include:

- Prepare and/or collate briefing materials for CEO and Executive Management Team as required
- Assist in the preparation for annual compliance returns to the Registrar of Community Housing
- Coordinate, attend and take minutes for Board, Executive Management Team, staff and other meetings as required
- Maintain leave calendar
- Assist in managing the schedules of the CEO and Executive Management Team, including arranging internal, external, interstate and other meetings and any associated travel and accommodation required.
- Assist in the co-ordination of marketing the organisation to stakeholders - including the development and distribution of relevant newsletters, reports and publications; and the capturing and recording all media activity for the organisation
- Prepare and edit correspondence, reports and presentations as required
- Assist in the maintenance of documentation of policy and procedures
- Research and carry out special projects as allocated by the CEO
- Update and maintain the organisation's web content and databases
- Assist the CEO in meeting the contractual and legal obligations of the organisation in relation to funding, compliance, insurance and other partnership requirements, in a timely manner
- Assist with discrete projects overseen by the CEO as requested and perform other duties, as required from time to time, consistent with maintaining the organisation's corporate direction.
- Cooperate in general areas such as answering phones, "housekeeping" duties and the like and perform other duties as required.

Occasional travel and out of hours work may be required.

To be considered for this role, contact Executive Team Assistant Jess Aitken on 03 5881 4182 or jessica.aitken@homesoutwest.com.au for a copy of the position description and key selection criteria.

Applications close at 5pm on Monday 12 November 2018 and can be submitted to jessica.aitken@homesoutwest.com.au. Late applications and those that do not address the key selection criteria will not be accepted.

Homes Out West is an equal opportunity employer.