

POSITION DESCRIPTION

Executive Assistant (part-time)

Reports To: Executive Officer

Location: Global Innovation Centre, University of Ballarat Technology Park, Mt Helen

Employment Status: 0.8 (flexible hours)

Note to Applicants

- Interview and appointment will be based on how well each applicant meets the key selection criteria, therefore applicants must address each of the key selection criteria in their application.
- Applications should include a current resumé with references.
- Ballarat ICT Ltd is an equal opportunity employer.

Position Summary

The Executive Assistant will be responsible for the overall administrative systems and office operations of Ballarat ICT Ltd. The principal focus of this position will be to provide office and administrative support to the Executive Officer. The position requires a highly skilled, outgoing, flexible and responsive person to undertake this important support role.

The Executive Assistant will also, on behalf of the Executive Officer, be required to liaise with Board members and other significant external stakeholders connected with Local, State, and Federal Government, as well as the business community.

Key Responsibilities & Accountabilities

- Provide efficient and effective support and administration to the Executive Officer Ballarat ICT, through the preparation and drafting of correspondence, editing and formatting reports and supporting documentation, collating information for distribution, scheduling meetings, managing diary, co-ordinating travel arrangements, etc.
- Coordinate office activities and schedules; and develop and recommend office procedures and systems to ensure smooth office operations.
- Review and summarise miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.
- Research and analyse routine administrative projects for the Executive Officer; prepare first draft reports on routine administrative matters.
- Provide follow-up on responses and status reports to assigned tasks from the Executive Officer.
- Accept and refer external communications to the Executive Officer including telephone calls, correspondence and e-mail messages and, where appropriate, use independent judgment to determine those requiring priority attention and suggest potential actions or responses.
- Prioritise, channel, and facilitate communication through to the Executive Officer's office.
- Support and arrange Board meetings and the preparation of Board papers.
- Coordinate the development and maintenance of the Ballarat ICT website, database and newsletters.
- Attend Board and other meetings; assist with the preparation of agendas and minutes, as directed by the Executive Officer.
- Support marketing and promotional strategies by preparing and drafting material, liaising with external suppliers, developing and maintaining client databases, and conducting client satisfaction surveys.
- Under the direction of the Executive Officer, plan and organise Ballarat ICT Ltd functions and events.



Key Selection Criteria

Applicants must be able to demonstrate they are able to undertake the inherent responsibilities of the position, as contained in the position description, and are able to meet the following Key Selection Criteria:

1. A tertiary qualification in business, management or senior office administration is highly desirable.
2. A demonstrated ability to develop and implement systems and procedures to ensure effective and efficient office operation.
3. Fast and accurate word processing skills and a broad knowledge of a range of software packages, including advanced word processing, spreadsheets, electronic diaries, email, databases, web publishing and the Internet.
4. Demonstrated experience and expertise in quality document design, including an ability to draft and format complex documents.
5. Excellent written and verbal communication skills, with an ability to determine requirements, analyse and evaluate, and formulate responses, including drafting routine correspondence.
6. A demonstrated commitment to client-focused service, with an ability to interact effectively with a wide variety of individuals, using well developed and effective interpersonal skills.
7. Ability to prioritise multiple tasks, work to conflicting timelines and deadlines under pressure, and to make informed decisions with limited supervision.

All written applications should be forwarded to:

The Executive Officer
Ballarat ICT Ltd
PO Box 691
Ballarat, Vic, 3353

by Monday 22 February 2010.

