



POSITION VACANT

Yorta Yorta Nation Aboriginal Corporation (YYNAC) now has the following vacancy.

Executive Assistant to the CEO

About the Role

This position is required to provide high-level secretarial and administrative support to the CEO and Board-Executives.

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan.

Accountabilities may change at any time, subject to business needs.

- Providing day-to-day secretarial assistance to the CEO, including phone calls, emails, travel and meeting coordination as required
- Screens incoming correspondence including e-mails, redirects to appropriate staff for action.
- Draws the Chief Executive's attention to urgent and important items
- Provides effective, professional and timely liaison on behalf of CEO to Board, managers and staff as required
- Attends CEO meetings and taking minutes.
- Assists in preparing CEO Board briefs for Government and Legal other meetings
- Maintains bookings register/diary for all CEO Meetings, update shared Office 365 calendar and assist in resolving booking conflicts.
- Assists CEO and YYNAC Company Secretary in preparing documents and information for Board meetings.
- Prepare notices and provide to the Administrative / Receptionist to mail out notices of meetings for Board, and other subcommittee meetings as required.
- Work with Administrative / Receptionist in assisting CEO and other Managers prepare documents and papers, one week in advance to reflect Agenda items and matters, in preparedness of monthly Board Meetings.

About You

- Excellent knowledge of Microsoft Office applications.
- Possess Australian Drivers Licence.
- Previous work within a similar Aboriginal organisation (desirable)
- Personal qualities of integrity, loyalty, trustworthiness, absolute discretion and confidentiality.

The successful applicant will be subject to reference checks a drug and alcohol screening and will need to provide a National Police Check and a Working with Children Check.

What we offer you

- Attractive Salary + salary packaging of \$15,900 available for Part- or Full-time employees
- Access to free and confidential Employment Assistance Program

We strongly encourage applications from Yorta Yorta peoples and other Aboriginal and Torres Strait Islanders.

To apply or request a copy of the position description please email hrmanager@yynac.com.au.