

**Executive Assistant**  
**Permanent**  
**Full Time**  
**Salary Range – Grade 4:**  
**\$ 92,941 - \$ 99,761 p/a**



### **About Us**

We are proud of what we achieve for our community, and we empower and value our staff by recognising achievements and delivering on our promises. We are respectful, innovative and easy to do business with and we engage our community to inspire progress and build a future. We enjoy what we do!

### **About the Opportunity**

We are seeking an experienced, professional, and personable Executive Assistant to support the General Manager, Strategy and Corporate, while also providing high-level executive support across the Office of the Chief Executive. This is a unique dual role that combines executive administration with corporate governance support.

### **About the Role**

This position plays a vital role in ensuring the smooth running of the General Manager's office and the delivery of civic governance services. The successful candidate will provide:

- **Executive support** to the General Manager, including diary management, meeting preparation, travel arrangements, and handling correspondence.
- **Administrative support** for council operations, including assistance to the Executive Officer, maintaining compliance registers, and coordinating council meeting operations.
- **Records and financial administration**, ensuring documentation is managed in line with governance standards, while also processing purchase orders and invoices.
- **Stakeholder liaison**, acting as the first point of contact for the General Manager with internal and external stakeholders, including elected members, government departments, and community representatives.
- **Customer service support**, ensuring enquiries are managed with professionalism and accuracy, and providing backup assistance across the Chief Executive's office as required.

### **About You**

We are looking for someone who not only brings technical skills but also the right personal qualities. The ideal candidate will:

- Approach work with a **positive mindset** and a **friendly, professional manner**.
- Remain **calm and composed under pressure**, with the resilience to handle competing demands.
- Understand the **importance of confidentiality** and demonstrate discretion in handling sensitive information.

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- Possess **political nous**, with the ability to navigate complex or sensitive matters with tact and good judgement.
- Be highly organised, with strong time management, problem-solving, and decision-making skills.
- Demonstrate excellent written and verbal communication, with the ability to prepare clear and accurate reports, minutes, and correspondence.

### **Skills and Experience**

To succeed in this role, you will need:

- Proven experience as an executive assistant, ideally in local government or a similarly complex organisation.
- Strong working knowledge of Microsoft Office and corporate systems (experience with TechOne desirable).
- Experience in records management, financial administration, and stakeholder support.
- A tertiary qualification in a relevant discipline (desirable).

### **What We Offer**

This is an excellent opportunity to join a dynamic and community-focused organisation. You will work alongside senior leaders, supporting governance processes that have a direct impact on the community.

In return, you'll enjoy:

- A supportive and collaborative team environment.
- The opportunity to work closely with executive leadership and elected members.
- Professional development and the chance to further build your career in local government.

### **To Enquire and Apply:**

To find out more about the role contact **Roxanne Steventon** on **8229 9911**.

To view the full job description and submit your application, please visit "My Recruitment" section via the Employee Self Service tab in TechOne.

Instructions on how to access and apply through TechOne can be found here:  
[Applying Internally - My Recruitment | Scribe](#)

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Please quote reference no. 35/25 on your application.

Only applicants who address and meet the essential criteria in the Position Description will be considered.

**Applications close at 9am on 8 September 2025.**

Candidates may be required to undertake DHS Screening.