

**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 a highly organised and professional Executive Assistant to provide dedicated support to the Chief Executive Officer and Mayor. This role is critical in ensuring the effective management of diaries, correspondence, events, and stakeholder engagement to enable the CEO and Mayor to deliver on Council's Strategic Plan.

### **About the Role**

The Executive Assistant to the CEO and Mayor will:

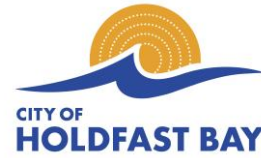
- Provide high-level executive, administrative, and organisational support to both offices.
- Manage complex diaries, schedule appointments, and coordinate travel and event commitments.
- Draft, format, and prepare correspondence, briefings, agendas, and reports with accuracy and attention to detail.
- Support the organisation and delivery of corporate and civic events, including staff meetings, Town Hall sessions, and community functions.
- Prepare meeting agendas, take clear and accurate minutes, and ensure follow-up actions are completed.
- Process financial documentation such as purchase orders and invoices in line with governance requirements.
- Act as the first point of contact for the CEO and Mayor, liaising with elected members, staff, government representatives, and the community.

### **About You**

This role requires a professional with strong organisational skills and a track record of supporting senior executives in complex environments. The successful candidate will bring:

- Proven experience as an Executive Assistant or in a comparable role, ideally within government or a similarly structured organisation.
- High-level written and verbal communication skills, with the ability to prepare professional documentation and correspondence.
- Strong judgement and discretion in managing confidential information.
- The ability to manage competing priorities with accuracy and efficiency.

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- Strong interpersonal skills to liaise effectively with a wide range of stakeholders, including elected members, government representatives, and community members.
- Proficiency with Microsoft Office and corporate systems, with experience in records management and financial administration.

### **Key Relationships**

In this role, you will interact daily with:

- The CEO, Mayor, and Senior Leadership Team
- Elected Members and City of Holdfast Bay employees
- External stakeholders including Members of Parliament, government departments, other councils, and community members

### **What We Offer**

This is a unique opportunity to work at the heart of civic leadership, supporting the Chief Executive Officer and Mayor in the delivery of strategic priorities and community outcomes.

In return, you'll benefit from:

- A professional, collaborative environment where your skills and judgement will be valued.
- Opportunities to engage with a wide network of stakeholders across government and the community.
- The chance to contribute to meaningful outcomes that directly impact residents

 **If you are an experienced Executive Assistant with strong organisational and communication skills, we encourage you to apply.**

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

### **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. 34/25 on your application.

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

Candidates may be required to undertake DHS Screening.