

JOB DESCRIPTION

EXECUTIVE ASSISTANT/OFFICE MANAGER

Reports To: Vice President - Finance

Direct Reports: None

PRIMARY FUNCTION

To provide primary executive assistance to, primarily, the VP – Finance (and other members of the Leadership Team (LT), as and when required). In addition, this role will be responsible for general office management.

KEY ACCOUNTABILITIES

Executive Support to the Vice Presidents (VP – Finance, VP – CHG Sales, VP – Equigroup Sales)

- Calendar and meeting management, requiring interaction with both internal and external parties to coordinate a variety of executive meetings.
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently.
- Professionally communicate and handle incoming and outgoing communications, highlighting significant items that require attention.
- Preparation of various reports, including weekly/monthly reports and financial reports.
- Preparation and coordination of internal and external presentations, packs, and letters
- Preparation and coordination meeting agendas and minutes, in particular Leadership Team meetings and any other team/committee meetings
- Preparation and coordination of conference calls.
- Arrangement of travel schedule and reservations as needed.
- Timely management of any expenses
- Arrangement, coordination and, where appropriate, management of events, programs and related corporate activities.
- Co-ordinate and handle confidential documents, presentations, packs, and letters where required.
- Any other ad-hoc tasks where required.
- Provide support for LT meetings including document preparation.
- Calendar and meeting management
- Travel arrangements

Events

- Organise and coordination of events as required.
 - Kick off's
 - Leadership Team meetings and offsite's
 - Company related events and activities.
 - Staff related events and activities.
 - Catering for internal meetings/functions

Office Management

- Management of Office to ensure smooth running on a daily basis.
- Development, implementation and maintenance of office standards, policies, and procedures
 - all back-office support duties are carried out appropriately.
 - First point of contact for Building Management and any building maintenance issues
 - Co-ordination of Fire Wardens, Building and Office Safety
- General tidiness of office – including Reception area, Boardroom, Meeting Rooms, kitchen and stationery.
- Order and keep supply of staff amenities.
- Purchase and replacement of all stationery supplies including all printer consumables, postage supplies and all general office stationery.
- Ensure printers and faxes are maintained on a regular basis.
- Perform administrative support and other ad-hoc tasks when required.
- Maintain Admin Handbook

Miscellaneous

- Perform administrative support and any other ad-hoc tasks when required.
- Participate in project teams as designated.

Travel

- Book all ANZ staff travel as required – including flights, accommodation and car hire etc
- Ensure that the travellers database is up to date.

Reception and Miscellaneous

- To be the first point of contact and assist in the efficient running of the Sydney office
- Answering phones, directing calls and taking messages where applicable
- Daily distribution and posting of mail.
- Coordinate couriers and other deliveries.
- Support for other areas of the business.

PERFORMANCE MEASURES

- Refer to KPIs

KEY STAKEHOLDERS

- Vice Presidents (Finance, CHG Sales, Equigroup Sales)
- Executive Leadership Team
- External suppliers & service providers

COMPLIANCE

- All CHG – Meridian/equigroup internal company policies

PERSON SPECIFICATION

1. EXPERIENCE

Essential

- Demonstrated experience (minimum 4+ years) in professionally supporting senior executives.
- Demonstrated experience in effectively managing a small to medium size office.
- Experience in working in a complex and busy business environment
- Demonstrated inter-personal skills and ability to build relationships with all levels within and outside of CHG-Meridian/equigroup
- Personal integrity and evidence of ability to handle sensitive and confidential information
- Advanced Microsoft office skills
- Experience in minute taking

2. SKILLS/ABILITIES/KNOWLEDGE

Essential

- Advanced Word and PowerPoint skills, intermediate Excel skills
- Superior communication skills (verbal and written – esp. business writing skills)
- Strong time management skills
- Ability to anticipate key clients' needs
- Strong attention to detail and sound judgement
- Effective inter-personal and relationship building skills
- Ability to remain professional and maintain confidentiality at all times.
- Strong sense of urgency and ability to meet deadlines
- Proactive and demonstrate high level of initiative

We are proud to be a diverse and inclusive company that values and respects the differences among our employees. At CHG-Meridian/Equigroup, we believe that diversity is not just a word, but a core value that drives our success. We recognize that every individual has unique talents, experiences, and perspectives, and we strive to create a welcoming environment where everyone can bring their authentic selves to work.

If you are passionate about working in a diverse and inclusive company that celebrates differences, we encourage you to apply by submitting your resume and cover letter to careers_anz@chg-meridian.com.