

EXECUTIVE ASSISTANT

- International Aid & Development NGO
- North Shore location
- Immediate start



Share an opportunity today!

Do you want to make a difference? Are you passionate about helping the poor and the disadvantaged? Do you enjoy supporting a dynamic leadership team? This fantastic role combines all these; plus a friendly, enriching and fulfilling working environment!

Baptist World Aid Australia is an international Christian aid and development organisation working with partners in supporting some of the poorest communities in the world. This is an exciting time as a new strategic plan is currently being implemented. We offer staff flexible work arrangements, salary package opportunities, and a supportive team environment where work/life balance is highly valued.

We are looking for a candidate with extensive experience in providing proactive, efficient and professional support to the Executive Team and the Board, with a 'can do' attitude and a high level of maturity, confidentiality, and professionalism. You are a confident, self-directed professional who enjoys taking responsibility for the work you do and anticipating the needs of your executives and the organisation.

Your main duties will include coordinating diaries and appointments, preparing agendas and minutes for meetings, working with the Board Secretary to coordinate Board meetings, providing support to the Executive Team and Board Committees, and general administrative tasks.

All applicants must address the Essential Criteria:

Essentials:

- A minimum of three years experience in an Executive Assistant/PA role.
- Demonstrated strong command of English; and the ability to produce concise, high quality minutes and reports.
- Advanced Microsoft Office skills.
- Minute-taking experience / understanding.
- Demonstrated ability to work autonomously, employ initiative and creativity to find solutions with a 'can do' attitude, prioritise tasks, and exercise discretion and a high level of confidentiality.
- Excellent organisational and multi-tasking skills, with ability to work under pressure and meet stringent deadlines.
- Excellent interpersonal, communication and negotiation skills; with ability to provide exceptional customer service to both internal and external stakeholders.
- Ability and commitment to working in a team-based environment.
- Strong commitment to BWAA's vision, mission and core values
- Ability to lead/participate in prayer and biblical reflection sessions.

Desirables:

- Tertiary qualifications in Business, Communications/PR, or similar areas.
- Experience in working with Not-For-Profit organisations.
- Experience in Human Resource Management policies and processes.

For further information and the position description please visit our website:

www.baptistworldaid.org.au

Applications close: Friday 17th February 2012. Please note only candidates short-listed for interview will be notified.

Email your application letter and resume to:

Peter Leau

Director of Business

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