

POSITION DESCRIPTION

Job Title	Executive Assistant (EA)
Reporting To	Chief Executive Officer (CEO)
Employment	Full Time
Number of Direct Reports	Nil
Decision Making Authority	As directed by the CEO and as per the Gardiner Foundation Delegation of Authority Framework
Job Purpose	To provide administrative and secretarial support to the CEO and Chair.
Key Result Areas	<p>Administrative Support</p> <ul style="list-style-type: none"> Actively managing and maintaining the diary of the CEO and organising travel and other related arrangements for the CEO and Chair. Forward planning, arranging and coordinating CEO and Chair's attendance at meetings and events and providing administrative and clerical support to meetings and events as required. Preparing and editing correspondence, reports, and presentations. Filing, preparation, collation and distribution of supportive documentation, notes and correspondence. Prioritising and ensuring that reports, business papers and correspondence are dealt with efficiently and promptly. Screening telephone calls and receiving and directing visitors. Advising the CEO of matters requiring attention, with associated deadlines, & preparing relevant documentation. Working with the CEO to deal with matters requiring attention or referral to an appropriate staff member. Proactively providing supporting information and other material that may be needed.
Key Competencies	<ul style="list-style-type: none"> Analytical and problem-solving skills with a proactive approach in determining the Foundation's administration requirements. Extensive administration experience, particularly in preparing and formatting of business documents, such as letter, presentations and reports. Strong attention to detail. Highly effective interpersonal and oral communication skills for dealing with a diverse range of people. Ability to work with minimum supervision. Good project and time management skills to meet deadlines. Capacity, flexibility, and a willingness to work on different and multiple activities. High level written communication skills. High motivation and commitment to excellence. 5 + years in a similar role and or a business administration degree.

	<ul style="list-style-type: none"> • Advanced knowledge of Word, MS Project, Power Point and Excel. • Sound knowledge of Not for Profit (NFP) Governance. • Excellent interpersonal, time management and problem solving skills. <p>Desirable:</p> <ul style="list-style-type: none"> • Familiarity with rural and regional Victoria and the Victorian dairy industry.
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Chief Executive Officer • Board • Chief Financial Officer/Company Secretary • General Manager, People & Community Development • All staff <p>External</p> <ul style="list-style-type: none"> • Gardiner Foundation Members • Victorian State Government • Dairy; farmers, processors & community members • Dairy industry advocacy and service groups

Signatures:

Employee		Date/...../2023
Chief Executive Officer	Allan Cameron Chief Executive Officer/...../2023