

Executive Assistant, Human Resources

ASX Position Description

ASX “All Roles Flexible”

ASX offers mutually beneficial flexible working arrangements.
We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot		What’s On Offer
Role:	Executive Assistant	An opportunity to provide professional and quality executive assistant support to a dynamic Human Resources Group Executive and administrative support to the wider Human Resources team.
Reports to:	Group Executive, Human Resources	
People Management:	n/a	You will play a pivotal role in influencing the team culture, through a close working relationship within a team of professionals who are passionate about what they do and who they work with.
Budget:	n/a	
Team:	Human Resources	
Date:	December, 2021	
Location:	Sydney, NSW	
Flexible Role:	Yes	

What you’ll do:

- Be a professional and proactive Executive Assistant that enjoys making the Group Executive life run more smoothly, by being the first point of contact for internal and external stakeholders
- Manage and prioritise the inbox and diary, ensuring the Group Executive is fully briefed and prepared for meetings and events
- Agenda preparation including following up on actions, attending meetings as required and taking minutes
- Ensure timely preparation and collation of Board papers on a monthly basis
- Be responsible for reviewing and approving invoices and processing expenses, so they are paid in a timely manner
- Be responsible for reviewing and monitoring the Human Resources annual budget and liaising with Finance on a regular basis
- Document production including, but not limited to:
 - Preparation of minutes, agendas, spreadsheets, distribution lists, org charts etc.
 - Drafting, editing and coordinating documents and PowerPoint presentations

- Mail merges, maintaining Excel spreadsheets, collating information packs
- General office and administrative duties including coordination of team events, arranging travel, photocopying, binding and printing
- Establishing and maintaining general systems and processes to ensure efficient workflow
- Maintenance and coordination of ASX policy register and review
- Governance and permissions of HR drives and resources
- Participation in project work across the Human Resources team as required

What you've done:

- Previous experience in a Senior Executive Assistant role dealing with Senior Executives or Directors
- Demonstrated maturity in approach and necessary discretion to deal with confidential and sensitive matters
- Proven excellent oral and written communication and interpersonal skills
- High level of concern for quality and accuracy in all work
- Advanced knowledge of MS Outlook, Word, Excel, PowerPoint & Adobe Acrobat
- Ability to time manage and prioritise work and meet delivery deadlines

And if you've got some of this, even better:

- Confidence to learn new graphic applications
- Analytical skills and working with data and dashboards
- Have an interest in Human Resources and the future of work
- Working closely with other Senior Executive Assistants

What you need to enjoy and be good at for this role:

- Working in a team
- Planning for and organise self and others
- Self-motivated and proactive and influencing others
- Reliable and flexible
- Problem solving