

Position Description – Executive Assistant & Office Manager

Role Family:	Executive Assistant & Office Manager
Business Unit & Location:	Victorian Division, Melbourne
Reports To:	Victorian Executive Director
Direct Reports:	Nil

Position Purpose:	To provide support to the Executive Director. To manage office processes and systems to ensure efficient running of the office.
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Scope	
Key Internal Relationships:	VIC Executive Director VIC Deputy Executive Director VIC Commercial Team VIC Advocacy Team (where necessary) Chief Financial Officer
Key External Relationships:	Property Council Members and Suppliers

Key Tasks and Responsibilities		
Key Responsibility Areas	Key Tasks	Measure of Success
Accounts Payable	Verify proper coding and approval for invoices. Handling staffs' reimbursement of expenses. Assist suppliers with queries related to payments and outstanding balance where necessary.	Invoices correctly coded and approved on time. Invoices for payment sent to National AP by Tuesday midday each week. Supplier queries attended to in a professional and timely manner.
Executive Assistance to Vic Executive Director	Provide high-level confidential secretarial services - including diary management, arranging travel and accommodation. Organise meetings, briefings and presentations as required. Prepare and distribute correspondence. Organise and manage Leaders Lunch – Boardroom events and ad hoc small events such as cocktail functions etc. Provide high level administrative support.	Confidentiality maintained. Well run diary. Meetings arranged effectively. Travel & accommodation organised within policy requirements. Professional correspondence distributed in a timely manner. Professional slides. Boardroom lunch guest invitations generated and sent at least 6 weeks prior to the event. Guest speaker correspondence handled professional and in a timely manner, i.e. Event run sheets

		finalised and circulated at least 3 days prior to the event.
Division Council and Management Committee Support	Prepare agenda papers.	Timely distribution of papers. Timely distribution of minutes..
Office Management	<p>Management of office processes and systems to ensure efficient running of the office.</p> <p>Oversee, direct or undertake where required, ordering of office fixtures and consumables.</p> <p>Manage and negotiate commercial and policy team procedural or system requests.</p> <p>Coordinate and manage facilities maintenance as required.</p> <p>Liaise with Building Management and Building Cleaning Contractors.</p> <p>Liaise with National IT department in regards to servers, printers, staff PC's and software where required.</p> <p>Oversee and undertake management of boardroom, meeting room and teleconference calendars.</p> <p>Petty Cash handling, management and reconciliation.</p>	<p>Office is well run.</p> <p>Maintains good professional relationships with suppliers and contractors.</p> <p>Coordinate maintenance in a timely manner.</p> <p>Office and kitchen orders are accurate and made in a timely manner.</p>

Person Specification	
Experience and Knowledge	<p>Previous experience in assisting Executives, office management and general office administration.</p> <p>Ability to structure and prioritise work.</p> <p>Have the ability to liaise and co-operate and work with others in a team environment.</p> <p>Self-motivated and a self-starter with the ability to work quickly, understand the company and what they are doing.</p> <p>Respect the confidential nature of the work.</p> <p>IMIS, Microsoft Office Suite (Word, Excel, Powerpoint) Adobe Pro DC.</p>
Education	Certificate in Business Administration
Associations/Memberships	None
Physical & environmental demands	Open plan office
Other Role Related Guidance:	Employee Manual & Employment Contract