



Executive Assistant

Minaret College is seeking an experienced Executive Assistant to join the College's administration team.

The successful applicant will be responsible for:

- Manage the work and corporate tasks of the Executive Principal and Executive Manager Operations including diary management, coordinating a range of corporate governance, probity, budgeting, project planning and resource management activities in line with business plans, policies and objectives
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Principal and Executive Manager Operations, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the Executive Principal and Executive Manager Operations to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Manage communications, draft and review documents, presentations, reports, letters and other documentation so as to achieve a high standard consistency of quality, professionalism and relevance.
- Prioritises conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Effectively use office systems and databases to manage workload and track progress and correspondence workflows and identify and implement improvements to administrative processes and procedures.

The successful candidate will possess:

- Post-secondary qualification in Office Administration;
- A minimum of 10 years extensive experience working with all aspects of office and administrative operations in an educational environment;
- High-level executive administration skills
- Highly developed written and verbal communications skills as well as highly developed interpersonal, team, and customer relations skills.

The successful applicant will be expected to support the Islamic ethos of the College.

Please forward your resume and cover letter to: hr@minaret.vic.edu.au

Applications close: Monday 12 June 2017