



Executive Assistant to Chief Executive Officer

Holy Family Services

Brother Albert's Home, Marayong

About us

Holy Family Services (HFS) is a non-for-profit provider of aged care, childcare, retirement living and education services for people in Western Sydney. We are a ministry of the Sisters of the Holy Family of Nazareth, established by the Sisters more than 65 years ago.

We have a proud tradition in providing the highest standard of care and hospitality services in a family-focused environment across our organisation.

About the role

We are on the hunt for an experienced Executive Assistant to support our CEO, in this critical role to our organisation. This position is permanent full-time, working Monday to Friday (8:30-17:00).

Reporting to Chief Executive Officer you will be responsible for the seamless running of the office of the CEO and play a critical role in ensuring our CEO can function effectively and make high-quality decisions.

This role is responsible for providing high level professional administrative support to the Chief Executive Officer (CEO), Board of Directors and Leadership Team to ensure excellence in customer experience and service delivery across all business units.

The EA's key to success involves being able to effectively balance how and when to deal with issues, to prioritise access to the CEO, and ensuring our CEO is adequately briefed and prepared for every meeting they attend.

The ability to be flexible, anticipate needs and reassess priorities as changes occur is essential, and you will play a pivotal role as the first point of contact for the CEO as well as being an exceptional brand ambassador for the CEO and Holy Family Services.

Responsibilities will include, but are not limited to:

- Providing quality and timely administrative support to CEO.
- Maintaining and coordinating an effective calendar and filing system, ensuring the CEO's competing demands are effectively managed.
- Providing high level administrative and governance support to the Board.
- Providing support to the Leadership team as required.
- Acting as the principal contact point for external stakeholders.
- Preparing agendas and minutes of various internal and external meetings convened or attended by the CEO (or other agreed meetings).
- Following up matters arising at such meetings on behalf of the CEO.

About you

Ideally, we are looking for someone who has the following:

- Advanced communication skills both written and verbal
- Minimum of 5 years' experience as an EA (or similar executive administrative role) in a corporate environment.

- Demonstrated ability to proactively support a senior executive with their day-to-day operations including an ability to anticipate needs. Have initiative and be innovative.
- Highly developed interpersonal skills including the ability to work effectively and respectfully with a broad range of stakeholders and people at all levels of responsibility complex and sensitive issues with a high level of tact, discretion, and judgment.
- Highly proficient in the use of standard office software applications including Microsoft Word, Excel, PowerPoint and electronic mail and diary systems.
- Extensive experience in preparing agendas and taking minutes of meetings.
- Exceptional organisational skills with a passion for planning, organising, and prioritising administrative tasks and systems, including managing completing tasks rapidly and ensuring deadlines are met under pressure.
- A commitment to quality outputs with a high degree of attention to detail and a customer first mindset
- Current and valid NDIS Worker Check.
- Compliance with Public Health Order re. vaccination.
- Willingness to support the Mission, Values and Culture of HFS.

Benefits of working with us

- Large organisation based on core Christian values of Hospitality, Love and Acceptance
- Monthly training offered to solidify your skillset. Regular toolbox talks to enhance your current learning
- Supportive work environment with leadership support
- Family friendly
- Salary sacrifice
- Annual Flu Shot provided

Enquiries: For further information about this opportunity please call Joanna, Manager of Legal, People and Culture on 02 9678 8200.

Application Process: Applications should include your cover letter and resume and be sent to Joanna at hr@holyfamilyservices.com.au

Applications close 8 April 2022.