



**AuctionsPlus**

Buy and Sell stock nationally

# Position Description

Position Details	
Position Title:	Executive Assistant to the CEO
Location	Sydney CBD
Reports to:	CEO
Role Purpose	
<ul style="list-style-type: none"><li>To work closely with and provide administrative support to the CEO in all facets of her role, business and personal, and ensure the office runs efficiently and effectively</li><li>To provide support to the Board including coordination of meetings and timely distribution of all Board papers</li><li>To provide support to the Business Development Manager and Market Operations Supervisor from time to time.</li></ul>	
Key Responsibilities	
1	<b>CEO Support</b> <ul style="list-style-type: none"><li>Manages the CEO diary to ensure most effective use of the CEO's time</li><li>Prepares presentations; undertakes research and prepares reports / briefing papers as required</li><li>Keeps CEO well informed of upcoming commitments and responsibilities, following up appropriately</li><li>Ensures CEO has all relevant documentation required for meetings and provides briefings as appropriate</li><li>Manages the CEO phone and email to provide appropriate screening; referral or response, including drafting responses or proposing solutions and other tasks which facilitate the CEO's ability to manage her time most effectively</li><li>Prioritises conflicting needs; handles matters expeditiously, proactively and follows through to ensure completion of deliverables, often with deadline pressure</li><li>Communicates directly on behalf of the CEO on matters related to the business</li></ul>
2	<b>Project Work</b> <ul style="list-style-type: none"><li>Responsible for managing ongoing project relations, coordinating all project meetings and agendas</li><li>Able to direct related queries to the appropriate person; CEO, Finance &amp; Commercial Manager, Product Manager or Business Development Manager</li></ul>
3	<b>Executive Office Management</b> <ul style="list-style-type: none"><li>Primary point of contact for internal and external stakeholders on all matters pertaining to the CEO</li><li>Represents the Executive Office when liaising with senior external individuals and groups including the Board, government, media and industry bodies</li></ul>
4	<b>Meeting Management (CEO &amp; Board)</b> <ul style="list-style-type: none"><li>Books and coordinates meetings on behalf of CEO</li><li>Arranges travel plans, itineraries and agenda; and compiles documents for travel- related meetings</li><li>Liaises with AuctionsPlus board members; prepares materials for board meetings and coordinates travel requirements.</li><li>Attends executive/leadership meetings to take minutes and record action items; provides minutes and actions to attendees and follows up on status of action items prior to next meeting (where applicable)</li><li>Collates or prepares information for management and board reports</li></ul>
6	<b>Other</b> <ul style="list-style-type: none"><li>Provides budgeting support and ensures all expense management authorisations are adhered to by leadership members for CEO sign off</li><li>Organises functions and events as required</li><li>Other professional and administrative activities as required</li></ul>
Key Performance Indicators	
<ul style="list-style-type: none"><li>Preparation of high quality, timely reports, briefings and presentations</li><li>Executive Office runs efficiently and effectively</li><li>CEO's schedule is well-planned and executed and CEO is adequately prepared for commitments</li><li>Board requirements are met</li></ul>	

<b>Critical Requirements</b>	
<b>Nature of Relationship</b>	<b>Relationship</b>
Training/Qualifications	Tertiary qualifications in Business or Business Administration are desirable
Experience	Experience dealing with senior individuals and groups including executive and senior managers
Skills/Abilities	<ul style="list-style-type: none"> <li>• Strong communication skills (written and verbal)</li> <li>• Well-developed influencing and negotiation skills</li> <li>• Advanced Microsoft Office (Word, Excel, PowerPoint, Outlook) skills</li> <li>• Demonstrated ability to: <ul style="list-style-type: none"> <li>- Stay calm under pressure</li> <li>- Plan and prioritise competing priorities</li> <li>- Anticipate needs</li> <li>- Think critically</li> <li>- Problem solve</li> <li>- Offer solutions</li> <li>- Maintain confidentiality and manage sensitive information</li> </ul> </li> </ul>
Licences/Accreditations	Drivers licence
<b>Key Relationships</b>	
<b>Nature of Relationship</b>	<b>Relationship</b>
Internal	CEO, Board of Directors, Leadership Committee, Senior Managers, and all employees
External	Investors, Advisors, Financiers, Suppliers, Clients, Industry Bodies, Government Officials, Service Providers and other stakeholders who engage with the Executive Office

Please send CV's and a cover letter to [HR@auctionsplus.com.au](mailto:HR@auctionsplus.com.au)

Applications open until Friday the 12<sup>th</sup> of August 2016