

APS4 Executive Assistant

Hays • Geelong VIC 3220



Base pay

\$43 - \$43 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

28 Apr 2022



Expired On

25 Jul 2022



Category

Admin & Office Support



Occupation

PA & EA



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\$43 - \$43 /hr



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Temporary



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Full job description

Your new company

Hays Geelong are the preferred supplier choice to Federal, State and Local Government organisations as well as leading employers in Health, Technology, Insurance, Education and Utilities across Geelong and Western Victoria. Our Federal Government Client is currently seeking an APS4 Executive Assistant for their Geelong CBD location, working on a full time temporary basis for 12 months with the potential to extend. No previous Executive Assistant experience is required, rather a positive attitude, a willingness to learn and experience in supporting or administrative work is preferred.

Your new role

You will work full time hours from Monday to Friday with the flexibility to work from home. The APS4 Executive Assistant will undertake moderately complex activities and tasks within established procedures and guidelines.

Responsibilities will include:

- Completing operational and/or administrative tasks of moderate complexity or difficulty.
- Diary and email management, responding to changing priorities and timeframes.
- Preparing replies to correspondence, briefing material and handling confidential papers.
- Scheduling meetings and preparing documentation for committees and projects.
- Undertaking research and investigations as requested.
- Coordinating official meetings, travel arrangements and official functions on behalf of the branch, Regional Manager, and other Agency staff.
- Providing high level administrative support on personnel and financial matters within the Agency.

What you'll need to succeed

As this role requires you to be on site, as per the latest Government mandate you will be required to show proof of your COVID-19 vaccination status.

To succeed, you will need:

- IT proficiency including MS Office Word and Excel
- Previous Executive Assistant experience preferred although not essential
- Previous Administrative experience
- Exceptional communicational skills, both written and verbal
- Excellent organisational skills, high attention to detail and problem solving abilities
- Ability to prioritise your workload
- A positive, bubbly, friendly and go-getting attitude

What you'll get in return

Through Hays, this role offers you an hourly rate of \$42.54 plus 10% superannuation and the opportunity to progress within this Federal Government Agency. Temporary and contract workers through Hays also enjoy a wide range of benefits including:

- Weekly pay cycles
- Nominated choice of superannuation fund
- Online timesheet submission and approval
- No hidden costs or payroll deductions for our services
- No invoicing required for Pty Ltd holders
- Regular contact with Geelong based consultants throughout the duration of your assignment

What you need to do now

At Hays, we value diversity and are passionate about placing people in a role where they can flourish and succeed. We actively encourage people from a diverse background to apply.

If you're interested in this role, apply online now to forward an up-to-date copy of your CV via our secure portal.

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