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## POSITION DESCRIPTION

**Position:** Executive Assistant

**Classification:**

**Reports to:** Director Corporate Services / Principal

**Tenure:** Ongoing

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The Executive Assistant, under minimal direction, will provide high level executive support to the College Principal and to the Director of Corporate Services, working on a one-to-one basis with the executives. As a first point of contact, the incumbent will present professionally at all times, dealing sensitively and thoughtfully with enquiries and concerns. The role will efficiently manage the Principal's and Director of Corporate Services schedule – including meetings, events, travel and projects. The role will also attend to correspondence and confidential reports. The role will also ensure the smooth running of the executive office, taking a lead in the implementation, establishment and maintenance of office systems, policies and procedures to ensure effective operation.

**KEY RELATIONSHIPS:** Principal, Director of Corporate Services, Senior Administration Officer, Staff, Parents, Public and Mercy Education Limited

The outline of this role is as follows:

### 1. MAIN RESPONSIBILITIES

- Provide high level executive support to the Principal and Director of Corporate Services
- Present a personable and professional image and maintain the highest levels confidentiality
- Provide point of contact for executive office
- Communicate sensitively with staff, students, parents and public
- Executive diary management
- Time management, dealing with competing priorities and deadlines
- Manage travel arrangements
- Source and compile research material, briefing documents, speech notes and reports
- Manage executive office correspondence – drafting, editing, filing
- Deal with problems as they arise, analysing issues and providing solutions
- Respond to diverse and complex enquiries
- Assist with special events and projects
- Plan, implement and coordinate a range of administrative functions
- Attend meetings as required
- Comply with College policies, procedures and maintain an active health and safety culture
- Other duties as required

## **2. SELECTION CRITERIA**

### **Essential**

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Relevant tertiary qualifications or equivalent competency
- Demonstrated ability to maintain confidentiality at all times
- Excellent interpersonal, written and verbal communication skills
- Highly developed organisational skills
- Ability to set and manage competing priorities, and meet deadlines
- Ability to work independently, show initiative and work as part of a team
- Advanced IT skills in Microsoft Office
- Ability to be flexible and adaptable in a fast-paced evolving work environment
- Strong problem-solving skills
- Strong dedication to customer service

### **Desirable**

- Project/ event management skills
- Experience in a comparable role in either a school or tertiary institution
- Highly developed ability to carry out research and write reports

## **3. TERMS OF EMPLOYMENT**

- Occasional evening and/or weekend work will be required
- 4 weeks annual leave
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: November 2021