

## Position Description: Executive Assistant

### About us

The Global Compact Network Australia (GCNA) is the Australian network of the United Nations Global Compact; the world's largest corporate sustainability initiative, and one of Australia's leading initiatives in the space. We are a business-led membership-based organisation who works closely with our members to implement the principles of the UN Global Compact and promote responsible business practices in Australia.

The United Nations Global Compact is the UN's voluntary corporate sustainability initiative in the areas of human rights, labour, the environment, and anti-corruption. It revolves around ten universal principles drawn from four key international instruments in these areas and facilitating cooperation and collective action in support of UN goals, and the UN Sustainable Development Goals (SDGs).

### About the role

Reporting to the Executive Director, the Executive Assistant role is an integral part of our small but busy team. The Executive Assistant is a partner to our Executive Director and will also provide support to our Senior Adviser and growing team. The role predominately manages business related tasks for our team, including communicating with our internal and external stakeholders who include participant organisations of the UN Global Compact, our accountants, the GCNA Board, the UN Global Compact headquarters and other local networks, and our suppliers. The role also oversees our key organisational tools (i.e. digital customer relationship management, marketing/communications and financial management tools), assists with logistics for events/activities (i.e. catering, room bookings, vendors) and other business-related tasks (i.e. maintaining and updating our website, and Board governance).

Core responsibilities will include but are not limited to:

- Providing high level executive and administrative support.
- Proactively managing the Executive Director's complex diary (which includes frequent domestic and some international travel), prioritising time-sensitive tasks and meetings, pre-empting conflicts to ensure optimum use of his/her time, providing support and coordination for meetings / conference calls, organising travel and, where required, email management.
- Preparation, collation and distribution of documents including agendas, briefing packs, reports, memos and papers and assisting the Executive Director and Senior Adviser with the preparation of materials for internal and external meetings and events (i.e. presentations, publications).
- Assisting with Board governance including coordinating Board meetings, collating meeting agendas, providing confidential minute taking and distribution of minutes, working with our company secretary office on regulatory requirements and coordinating follow up actions from Board meetings. This might also include room bookings and equipment set up (i.e. teleconferencing, etc).
- Coordinating and supporting the GCNA's program of events, including event logistics, distribution of invitations, setting up event registration pages, managing event registrations, venue hire and set up, catering and other administrative tasks associated with the successful delivery of an event.
- Coordinate feedback for GCNA events and activities and work alongside the Senior Adviser and/or Associate to provide event summaries as and when required.
- Maintaining the GCNA's systems for recording and storing information, including the GCNA's customer relationship management (CRM) tool, the GCNA's financial management tools, and data/storage tool.
- Maintain the GCNA's website, including updating the site to reflect the GCNA's members and events.
- Assisting with basic bookkeeping tasks in accordance with GCNA's financial management processes, including processing invoices and expenses and coordination of expense approvals.
- Manage the GCNA's reception line and primary email inbox and be the first point of contact for members and stakeholders and responding where appropriate or passing to relevant colleagues.

- Other general administrative and office management duties as required (i.e. maintaining an organised filing system, IT and asset management, onboarding staff onto systems, liaising with our office managers, mail management, ordering office supplies, maintenance for printers and photocopies).
- Other tasks that may be directed (i.e. assisting the Executive Director with specific projects that may arise).
- Maintenance and upkeep of GCNA policies and procedures.

## Key selection criteria

The successful candidate will be a strong all-rounder with proven experience as an Executive Assistant and prior experience assisting with the coordination of meetings, events and external communications. The successful candidate will be competent in providing general administrative and other support to a team and be a confident and trusted person who is capable of being the first point of contact for GCNA members and stakeholders.

- 3+ years of experience as an Executive Assistant.
- Exceptional interpersonal and verbal and written communication skills, with effective note-taking skills.
- Strong administrative, organisational and time management skills, with experience working in a high-pace and growing organisation.
- Exceptional level of accuracy and attention to detail.
- Excellent multi-tasking and prioritisation skills.
- Highly skilled with digital technology including advanced MS Office skills.
- A proactive and “can-do” attitude, results oriented and self-motivated.
- Ability to work autonomously with minimal guidance and supervision.
- Demonstrated ability to respect confidentiality and use appropriate judgement and discretion.
- Demonstrates flexibility and resilience.
- Digital channel experience with CRM systems (SalesForce) and events management systems (Pardot, Eventbrite, MailChimp) – highly advantageous
- Experience with Wordpress website system – highly advantageous
- Degree level – advantageous

## Reporting, Location and Eligibility

To be eligible you must be an Australian citizen or resident, or have current work rights for Australia.

This is a full-time role based in **Melbourne**.

The GCNA supports diversity, inclusion and flexible working arrangements.

## Application Process

Please apply by way of cover letter and CV to [secretariat@unglobalcompact.org.au](mailto:secretariat@unglobalcompact.org.au) by **COB Friday, 30 August 2019**.

If you have any queries about the role please direct them to Kylie Porter – [kylie.porter@unglobalcompact.org.au](mailto:kylie.porter@unglobalcompact.org.au), or via phone call to 0491 234 061.