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<http://www.cpd.org.au>

About the Position

Executive Assistant

The Centre for Policy Development is looking for an Executive Assistant. Working closely with CPD central team, the successful candidate will be responsible for the smooth running of the CPD offices, with a specific focus on providing executive support to the CEO, Chair and senior staff.

The successful candidate will preferably be Melbourne-based, however due to COVID restrictions, our Melbourne office is currently closed. The successful candidate can expect to begin in this position working from home. The position can be part-time or full-time. Remuneration for the position will be determined based on the experience of the selected candidate. For further information please contact Shivani Nadan at admin@cpd.org.au or call (03) 9929 9915.

Candidates should include the following in their application:

1. Covering letter and CV;
2. Name and details of at least two referees.

Candidates should apply by emailing their application to admin@cpd.org.au with the subject line 'Application for Executive Assistant'. Review of applications will begin on 8 July 2020 and will continue until the position is filled. Only shortlisted candidates will be contacted.

Roles & responsibilities:

- Manage professional and personal scheduling for the CEO, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics
- Coordinate complex scheduling and extensive calendar management
- Organise and coordinate travel arrangements for staff and other CPD personnel where appropriate
- Be the first point of contact for members, donors, subscribers, suppliers, and the general public
- Coordinate meeting requirements for relevant CPD meetings, including team meetings, Board meetings, Research Committee meetings, Finance Committee meetings, Fellowship meetings and Strategic Planning sessions
- Assist with planning and logistics for large-scale events
- Liaise with building management for CPD offices

Selection Criteria

Essential

- Capacity to be proactive, assertive and work well under pressure or within tight time frames.

- Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems, including managing competing tasks and ensuring deadlines are met under pressure.
- Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders, including Board members, organisational and individual members, senior levels of government, pro bono professional support, corporate partners, and members of the public.
- Knowledge of and capacity to efficiently use ICT and organisational systems.
- Proficiency in Microsoft Office including Excel, Word and Powerpoint.
- Ability to be flexible and adaptable in a growing organisation
- Sound analytical and problem-solving skills, with a high level of initiative.

Desirable

- A degree or diploma course with some relevant experience or lesser formal qualifications with substantial relevant experience in an Executive support role.

For more information on CPD please visit www.cpd.org.au.