

## **EXECUTIVE ASSISTANT TO THE SECRETARY GENERAL** **Permanent full-time, Monday-Friday, North Sydney**

Reporting to the Office Manager and Secretary General, the Executive Assistant to the Secretary General is responsible for providing high-level executive and administrative support to the Secretary General. The incumbent works closely with the Secretary General, the other members of the Congregational Leadership Team (CLT), the other members of the administrative support team, Congregational members, and the Congregational Administrative Services team.

This role is based in North Sydney working Monday – Friday.

### **About us:**

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding'

We are committed to improving employment opportunities for Aboriginal and Torres Strait Peoples and welcome applications from Aboriginal and Torres Strait Islander descent.

### **About you:**

You are a highly capable EA who proactively takes care of the needs of one or more senior leaders within a medium-large sized organisation. You are systematic and organised, working with processes to ensure that all details are attended to appropriately. You are able to work independently but are also committed to work as part of a team.

### **RESPONSIBILITIES**

- Assist with organising work schedules, including managing diaries and organising meetings and appointments for internal and external stakeholders for the Secretary General, and other CLT Members if required.
- Assist Secretary General with certain legal processes (e.g. matters related to death of Sisters, management of Congregational files).
- Arrange and execute Board, Committee and team meetings and events including logistical coordination, preparation of documentation and presentations, minute taking and technical assistance.
- Compose and edit correspondence, respond to requests and enquiries appropriately.
- As needed, coordinate administrative undertakings including event management (all stages), complex travel bookings, electronic filing, mailings, giftings, processing of invoices and expenses.
- Perform other general administrative duties (including mail, typing and formatting, photocopying, running errands, recordkeeping etc.)
- Support and/or relieve other administrative team members when they are on leave.
- Other duties as required from time to time.

### **KEY SELECTION CRITERIA**

#### **Essential**

- Substantial experience in a similar role supporting senior management at C-suite level, preferably with experience in legal processes.
- Thorough and excellent attention to detail and process.
- Advanced computer literacy skills in MS Office suite and videoconferencing and intermediate skills in Canva or similar.
- Well-developed verbal and written skills as well as active listening skills and empathy.
- Demonstrated ability to be flexible and prioritise daily workload.
- Effective organisational and time management skills including ability to move between tasks.

- Demonstrated ability to provide friendly and welcoming hospitality and service.
- Patience and the ability to remain calm in a diverse range of situations.
- Professional discretion and demonstrated ability to deal sensitively with confidential matters.

**Desirable**

- Experience working in a faith or mission-based environment.
- Experience working with legal processes.

Successful applicants in this position will be required to consent to a National Criminal History Check in line with our Compliance Check Policy.

For more information about the role, please obtain a position description via [hr@sosj.org.au](mailto:hr@sosj.org.au). Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to [hr@sosj.org.au](mailto:hr@sosj.org.au) by **Sunday 2 February 2025**.