



## Executive Assistant

Hays • Perth WA



Base pay

\$35 - \$40 / hr



Work type

Temporary



Contract type

Not provided

### Job details



Date posted

14 May 2022



Expiring date

14 May 2023



Category

Admin & Office Support



Occupation

PA & EA



Base pay

\$35 - \$40 /hr



Work type

Temporary



Job mode

Standard/Business Hours

### Full job description

#### Your new company

An opportunity has arisen for an experienced Executive Assistant to join a State Government department near Perth CBD. This role is for an immediate start, on an initial temporary contract with the potential of extension.

#### Your new role

As an experienced Executive Assistant you will be working in an executive support team to assist day-to-day smooth running of the division and office.

You will be responsible in supporting senior management with:

- Complex diary management duties
- Handling incoming and outgoing email and phone correspondences on their behalf.
- Assisting with the arrangement and coordination of meeting, including taking minutes in meetings, preparing agendas and drafting documentation
- Seeing to other administrative tasks as required.

#### What you'll need to succeed

In order to be considered for this role, you will have had experience in the following:

- Experience acting in an Executive Support role or similar.
- Complex diary/appointment management.
- Drafting of documents and correspondences.
- Responsibility for meeting preparation, with experience taking minutes.
- Current National Police Clearance in the last year, or willing to obtain one if successful.

#### What you'll get in return

This role is being offered on an initial temporary contract for an immediate start.

This role is a full-time position working on a competitive hourly rate, based at a location near Perth CBD.

**What you need to do now**

If you think this role is for you click 'apply now.' For more information or to find out more opportunities in Office Support, contact Tasnima Kabir on 08 9265 9179 or email [Tasnima.kabir@hays.com.au](mailto:Tasnima.kabir@hays.com.au)

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