

## EXECUTIVE ASSISTANT

- The opportunity to work in Australia's leading independent think-tank
- Located in Canberra
- Be part of a collaborative and dynamic team

### About the opportunity

The Australia Institute is Australia's leading independent think-tank. Located in the nation's capital, we produce high-quality, timely research designed to have impact across a broad range of economic, social, accountability and environmental issues.

We are looking for an experienced Executive Assistant to support the Executive Director and other members of the senior management team.

To excel in the role, you will need to be a natural organiser with proven time management, organisation skills, and the ability to 'get things done'. A collaborative approach and the ability to adapt to changing priorities will ensure success in this role.

Key duties include:

- Providing high-level administration and support to the Executive Director and the Chief Operating Officer
- Diary, calendar and inbox management
- Organising meetings internally and externally
- Travel coordination both locally and internationally
- Meeting coordination, agenda preparation and taking minutes
- Coordinating speaking events and scheduling media interviews for the Executive Director
- Managing various internal and external stakeholders
- Assisting with events management
- Using, developing and maintaining an effective (electronic) filing system
- Support the Chief Operating Officer in preparing for Board meetings

### About you

The Executive Assistant is a team player, a quick learner, has excellent written and verbal communication skills, a high level of attention to detail and advanced level Microsoft Office skills.

Selection criteria:

- 5 years' experience in a similar role and possess the following skills and abilities:
- Strong communication skills (written and verbal)
- Advanced skills in MS Office
- Proven time management and organisation skills
- Ability to multi-task on projects and initiatives of various sizes and complexity
- Efficient with high-level attention to detail
- Customer-focused attitude
- Professional, tactful and diplomatic

## About us

Our work is designed to influence and shift Australia's national public policy debate to create real impact. We are fiercely non-partisan, but we don't shy away from engaging in debates on ideas. We believe in democracy, and our work is aimed creating a better, more informed democratic debate and a fairer Australia.

Further information about us can be found on our website [www.australiainstitute.org.au](http://www.australiainstitute.org.au)

## In return, we offer

- A competitive salary and salary packaging options
- Competitive leave provisions: Annual Leave, Cultural Leave, Gifted Leave over Christmas/New Year
- Employee Assistance Program
- A commitment to supporting professional development

## To apply

Applicants must have the right to live and work in Australia to apply.

To apply, please provide a copy of your CV, contact details for two referees, and a letter no longer than two pages:

- Telling us about you and why you are applying for the role, and
- Describing your experience, knowledge, skills and abilities

Please send your application to [recruitment@australiainstitute.org.au](mailto:recruitment@australiainstitute.org.au)

For further questions or information regarding these opportunities, please email your request to [recruitment@australiainstitute.org.au](mailto:recruitment@australiainstitute.org.au), and we will get back to you.