

MANGROVE HOUSING

position description

position	executive assistant	location	6/70 Andrew Street Wynnum Qld 4178
award	Social, Community, Home Care & Disability Services Industry Award 2010	hours	Full Time / Part Time Monday to Friday

who we are

Mangrove Housing is a Tier 2 registered Community Housing provider and charity that offers individually tailored **services and supports to over 1,200 people** in need each year.

Since 1993 we have been assisting disadvantaged and vulnerable members of our community to access safe, sustainable and affordable housing. Our mission is to make a positive difference in the lives of our clients and communities. We offer a range of supports including crisis accommodation, long-term and affordable housing.

Working from a **person centred, case management framework** our focus is always on meeting the unique needs and goals of each individual. As part of our commitment to our person-centred approach Mangrove Housing has offices located in Beenleigh, Cleveland and Wynnum to enable 'placed-based-services'.

position overview

The Executive Assistant (EA) provides a high level of professional support to the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO). You will be responsible for a range of support, coordination and administrative duties that are instrumental in the smooth operation of the organisation. The position liaises with internal and external stakeholders and ensures the CEO and the CFO are prepared, informed and timely.

position benefits

The position offers many benefits including:

- competitive salary with the ability to take advantage of the salary sacrifice
- ongoing skills and career progression through annual training and development plans
- flexible working hours
- opportunity to be involved in a unique and growing organisation
- friendly team environment
- supportive and creative working environment

key responsibilities & deliverables

- extensive diary and inbox management, ensuring all correspondence and requests are managed professionally, timeframes are met, and follow-up actions are executed
- provide administrative support to the CEO and CFO including drafting complex and routine correspondence, reports, HR and other relevant documents
- schedule, prioritise and coordinate a busy calendar, including internal and external meetings
- Prepare agendas, reports and follow up on actions of meetings as required by CEO & CFO
- take minutes and coordinate face to face and virtual meetings
- prepare board reports, communication packs, presentations and submissions
- maintain organisational records and registers as required
- draft, update and review organisational policies and procedures
- arrange internal functions and offsite events
- provide human resource support; and
- a broad range of other administrative tasks

requirements & qualifications

- previous experience working in an EA role for a senior executive
- strong organisation skills with proven capacity to coordinate tasks, determine priorities, monitor workflows and effectively operate as a member of a team
- demonstrated ability to achieve high-performance goals and meet deadlines
- inspires trust and confidence in others with the ability to rapidly build rapport with a wide range of staff, customers and stakeholders
- demonstrated ability to maintain discretion, confidentiality, maturity and judgement
- excellent communication skills, both written and verbal
- strong analytical skills
- advanced Microsoft program skills with the ability to rapidly learn new ICT platforms and programs as required
- previous company secretary experience will be highly regarded
- blue card (or able to obtain a blue card)
- police clearance (or able to obtain a police clearance)

note: Mangrove Housing is a fully vaccinated workplace.

personal attributes

- professional approach with a positive attitude
- team player
- customer/stakeholder orientated with a focus on business development
- good communicator