



GROUP OF EIGHT AUSTRALIA

POSITION DESCRIPTION

Executive Support Officer

The Group of Eight Limited (Go8) comprises Australia's elite, leading universities. Its membership is distinguished by the intensity, breadth and value of the research they perform, the research-informed nature of the education they offer and the leadership they bring to public policy on matters pertaining to both the higher education sector and broader public policy.

The Role

The Executive Support Officer will provide a range of executive support and administrative services to facilitate the delivery of business operations in support of the Chief Executive and Directorate team.

Reporting relationships

This position reports to the Chief Operating Officer.

Core responsibilities

- Extensive diary management, prioritising tasks/meetings
- Inbox management and circulating emails on behalf of the Chief Executive
- Coordinate business travel and itineraries for the Chief Executive, Go8 Directorate and delegations both domestically and internationally
- Updating the Chief Executive activities report in liaison with the Chief Operating Officer on a monthly basis
- Coordinating the team workplan outputs on a fortnightly basis
- Responding to internal/external enquirers in a timely manner
- Reception duties – answering incoming calls, managing incoming and outgoing mail, maintaining stationery and office supplies
- Setting up the meeting room, catering, video and teleconferencing and assisting in the co-ordination of board and other meetings as required
- Accounts payable support with expensing credit card reconciliations
- Maintaining and proactively updating the contacts database
- Assisting senior staff with administrative and research tasks including the collation of data
- Managing staff amenities and supplies to budget
- Incoming mail management and picking up the mail from the post box as required
- Managing the media contact list and sending approved media releases as directed
- Supporting the Chief Executive and Chief Operating role as required

Position requirements

- Exceptional attention to detail
- Proven administrative and organisational skills - must be MS Office proficient, including mail merge function
- Excellent communication and relationship building skills with demonstrated experience liaising with a wide range of high level stakeholders
- Experience in high level meeting, travel and event management functions including the ability to initiate, determine and follow-up work priorities within tight deadlines
- Demonstrated ability to manage competing demands in an organised and proactive manner
- Demonstrated ability to work effectively both independently as well as cooperatively as part of a team