

POSITION DESCRIPTION	
Position Title	Executive Assistant / Office Manager
Job Type	Part-time maximum term contract - 0.6 FTE
Reports to	Chief Executive Officer
Location	Head Office – Magill
Date of Issue	7 July 2021

OVERVIEW
<p>Rural Business Support (RBS) Is a leading not-for-profit provider of services and independent support for the benefit of rural and regional people and their communities. Our Programs and services assist people to be resilient in the face of change, risk, and business challenges. Through delivery of financial counselling services for primary producers and small business owners and our proactive Farm Business Management Programs, we partner with government, industry, and likeminded organisations to inform and inspire the people we work with to take action to improve their financial wellbeing.</p> <p>RBS provides benevolent assistance, confidential services and independent support that alleviates distress and enables rural people to prepare for business risks and be resilient in managing business challenges.</p> <p>Our Vision A competitive, profitable, and resilient primary industry sector.</p> <p>Our People Our business is built on the experience and reputation of our people who are adaptable and responsive to the needs of our clients. Our success is based on our ability to actively seek out innovation, opportunities, and partnerships to achieve client outcomes. In short, we get things done.</p> <p>Our Clients We support primary producers, small business owners and rural communities in financial hardship, or other challenging circumstances, who are seeking independent, credible, and professional support.</p>

PURPOSE
<p>Working closely with the Chief Executive Officer (CEO) and as a part of the Magill office team, the Executive Assistant / Office Manager is responsible for providing efficient and effective executive support for the governance and management of the organisation.</p> <p>In particular, the Executive Assistant / Office Manager is responsible for:</p> <ul style="list-style-type: none"> • Ensuring efficient day to day management of the CEO’s office. • Supporting the CEO by providing high level secretarial support. • Assisting the CEO and management team to implement the strategic objectives of the organisation. • Ensure the efficient running of the Magill Office environment

RESPONSIBILITIES AND DUTIES	
OUTCOMES	JOB SPECIFIC STRATEGIES
<p>Efficient day to day management of the Chief Executive Officer’s office</p>	<ul style="list-style-type: none"> ▪ Support the CEO to manage the day to day workload, activities, and functions of the CEO’s office. ▪ Coordinate and maintain the diary of the CEO including organising appointments, meetings, travel arrangements, attendance at conferences and seminars. ▪ Receive, review and prioritise all correspondence for the chief executive and draft and edit substantial correspondence and reports, including matters of a highly confidential nature. ▪ Monitor, respond to and re-direct emails as appropriate. ▪ Maintain a filing system for the CEO, which enables the timely retrieval of documents. ▪ Monitor and maintain “work in progress” to ensure timely follow up and completion. ▪ Identify, anticipate and prepare information requirements of the chief executive for meetings, appointments, presentations etc and follow up inward and outwards requests for information, outstanding reports, and correspondence. ▪ Provide a personal and telephone interception service and manage interruptions to support the effective time management of the chief executive. ▪ Liaise with and greet staff, members of the community, visitors, associates and VIPs. ▪ Assist in managing the budget of the CEO’s office through liaison with the CEO and Business Manager.

RESPONSIBILITIES AND DUTIES	
	<ul style="list-style-type: none"> ▪ Act as secretary to designated project groups and committees and meetings, including preparing agendas, drafting minutes and monitoring timelines. ▪ Assist the RBS management team where required through the CEO ▪ Communicate the CEO's activities and directions to management and other staff as required. ▪ Ensure timely management of the CEO's reporting to the board and funding bodies.
Efficient administration of the Magill office	<ul style="list-style-type: none"> ▪ Manage the front reception area, including greeting guests, and maintaining the front reception, meeting rooms and common office spaces ▪ Set up and provide for meetings and interviews, including catering requirements ▪ Manage and procure stationery, postage, kitchen and photocopying supplies and coordinate the maintenance of office equipment and facilities. ▪ Provide administrative assistance to management staff as required.
	<ul style="list-style-type: none"> ▪ Reflect and embed the vision, mission, values and goals of RBS when exercising the responsibilities of this position. ▪ Participate in staff meetings and contribute positively to the working environment of the Magill office. ▪ Other duties as required by the Chief Executive Officer.

SPECIAL CONDITIONS
<p>Occasional inter -state travel may be required.</p> <p>The incumbent shall commit to ongoing professional development.</p> <p>A current valid driver's licence is required.</p> <p>Some after-hours work may be required.</p>

KEY STAKEHOLDERS
<ul style="list-style-type: none"> ▪ The Executive Assistant reports directly to the Chief Executive Officer. ▪ The position works closely with other members of the management team in the Magill office to provide support to the operational functions of the organisation.

SKILLS AND EXPERIENCE

Strong organisational skills to manage competing priorities within a demanding environment.
A high level of computer literacy.
Exceptional interpersonal, communication (both written and verbal) and listening skills. Along with the ability to communicate with a diverse range of people across all facets of the organisation both internally and externally.
Keen eye for detail with the ability to use own initiative.
Be a team player.
Experience in providing support to senior managers to develop plans, monitor timelines and maintain accountability.
Ability to provide detailed, accurate and concise information on a range of operational issues in a variety of formats (reports, planning documents, letters, discussion papers, policy documents, templates, promotional materials, web pages)
Experience in working collaboratively and successfully with others in supporting them to reach objectives.
Ability to plan and manage events to achieve intended outcomes within given time frames and finite resources.
Ability to accept personal accountability for outcomes related directly to the role.

AUTHORITY TO ACT

The occupant of this position is authorised to act within the limitations and delegated authorities outlined in the RBS Policies and Procedures Manual.

By signing this position description, you are acknowledging that you understand the requirements of the position, the standard of conduct expected of all employees and your understanding of the Employee’s responsibilities under WHS legislation:

Name (Employee)

Signature

Date

Signature Chief Executive Officer **Date**