

POSITION DESCRIPTION - EXECUTIVE ASSISTANT

Employer: The Australasian Centre for Corporate Responsibility

Work Type/s: Part Time (0.6 - 0.8 FTE)

Classification/s: Administration

Sector/s: Not For Profit (NFP)

Location: Sydney

Job posted on: 18 October, 2019.

Applications close: 15 November, 2019.

Background: The ACCR is a philanthropically-funded NGO that monitors the environmental, social and governance (ESG) practices and performance of ASX-listed companies. We undertake research and highlight emerging areas of business risk through private and public engagement, including the filing of shareholder resolutions.

Overview: The Executive Assistant will provide support to the Executive Director and ACCR team, to ensure the smooth and efficient running of ACCR. This is a new position and therefore the Employee will have considerable scope to shape it. Excellent communication, planning and organisational skills are critical to this role, as is the ability to manage workload with minimal supervision.

Responsible to: Executive Director (and sometimes Operations Director)

Responsibilities:

1. Executive Director support

- 1.1 Manage inbox, diary and schedules
- 1.2 Organise and schedule meetings (internal and external)
- 1.3 Book business travel arrangements including flights, transportation and lodgings; organise travel itineraries
- 1.4 Provide general administrative support, including updates to ACCR's CRM, expenses etc.

2. Leadership team support

- 2.1 Book business travel arrangements including flights, transportation and lodgings; organise travel itineraries
- 2.2 Organise and schedule meetings (internal and external)

2.3 Support the establishment and maintenance of ACCR's CRM

2.4 Take minutes during meetings; circulate and follow up on meeting actions

2.4 Support the preparation of materials for ACCR Office Bearers meetings

3. Office management

3.1 Liaise with cleaners, internet providers, and the building manager/landlord on office maintenance issues

3.2 Order stationery and furniture

3.3 Organise Sydney based events for ACCR stakeholders and supporters

4. ACCR systems and processes

4.1 Support the Operations team to design and develop systems and processes to support the growth of ACCR's operations (such as employee induction procedures, management of OHS and standardisation of administrative tasks)

4.2 Manage ACCR's general email account

4.3 Support the design and dissemination of communications with key ACCR stakeholders (via newsletters, webinars etc.)

4.4 Updating ACCR's media mentions on the ACCR website

4.5 Support data collection to track impact metrics and the preparation of materials for regular funder reporting