



Executive Assistant

Hays • Sydney CBD NSW



Base pay

\$55 - \$60 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

19 May 2022



Expiring date

19 May 2023



Category

Admin & Office Support



Occupation

PA & EA



Base pay

\$55 - \$60 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Your new company

An exceptional Executive Assistant is required to support a Senior Executive. In this role you will be responsible for a wide range of tasks including electronic diary management, handling telephone and email enquiries, coordinating meetings and liaising with key stakeholders and arranging travel and assisting with events.

Your new role

As the Executive Assistant you will be responsible for the provision of efficient and effective high level office administration, executive support, information coordination and confidential secretarial support to this Executive. Your duties will include providing confidential, secretarial and office administration services to the Executive, ensuring all communication, meetings, reports, travel arrangements and associated tasks are well organised. You will maintain calendar planning and appointment management in relation to scheduled meetings and will receive, screen and prioritise her diary.

What you'll need to succeed

As the successful applicant you will show a high proficiency of experience when using Microsoft Office Applications including Word, Excel, Outlook and PowerPoint. You will have previous experience working as an EA PA to an Executive. The successful candidate will also need to be available to commence ASAP.

You will also need to have your COVID vaccinations.

What you'll get in return

You will be offered an attractive hourly rate of up to \$60.00 per hour with the

chance to experience working in a fast paced government environment with exposure to projects/initiatives across NSW.

What you need to do now

If you're interested, please send a copy of your CV to gzieg@hays.com.au

LHS 297508 #2653297