



Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.

Position Description

Executive Assistant

Team	Corporate Administration
Location	Acacia Ridge
Manager	Executive Assistant to CEO
Classification	Administration Level 4 <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Full-Time

Purpose

The purpose of this position as Administration Officer is to provide administrative support to the Autism Queensland (AQ) Executive Leadership Team and provide backup support for the Executive Assistant to CEO.

Responsibilities

- Provide professional administrative support to members of the Executive Leadership Team, including the CEO in the absence of or as directed by the Executive Assistant to CEO
- Assist and support the Executive Assistant to CEO with tasks including but not limited to:
 - preparation and distribution of meeting agendas and minutes
 - catering, set-up and clean-up of Board and Executive team meetings
 - data-entry, word-processing, spread-sheeting, file management and processing of correspondence
 - travel and accommodation bookings
 - office administration and maintenance – e.g. stationery orders, coordinating cleaners
- Assist and support the Chief People Officer and Human Resources team with tasks as directed, including but not limited to:
 - preparation, distribution, receipting and filing of employee documentation
 - preparation and maintenance of hard-copy employee files
 - data-entry including maintenance of accurate, up-to-date on-line HR records
 - processing worker screening checks
 - formatting AQ Quality Assurance documentation

- recruitment activities including candidate telephone screening and responding to enquiries, conducting reference checks and administrative onboarding
- Provide a welcoming, professional first point of contact for visitors to AQ's Acacia Ridge offices
- Contribute as a member of the organisation-wide administration team, collaborating on administrative process improvement projects and providing support as required by the Manager Corporate Projects & Support

Key Performance Indicators

- Provision of responsive and effective administrative support to the Executive Leadership Team, Executive Assistant to the CEO and Human Resources team
- Communications are handled professionally and efficiently with appropriate sensitivity and confidentiality
- Effective administrative processes and systems are in place
- Positive feedback is received from internal and external stakeholders about corporate administration service provision
- Accurate, up-to-date and compliant maintenance of employee files, databases and documentation
- Professionally presented HR documentation
- Maintenance of confidentiality in all work practices
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Minimum 3 years' experience in an administrative role, ideally including executive support
- Minimum qualification of Certificate III in Business Administration
- Strong organizational and administrative skills, ideally proven in a professional office environment over a minimum twelve-month period
- Excellent interpersonal communication skills with demonstrated understanding of service orientation and confidentiality in a corporate support environment
- Proven sound written communication skills with impeccable attention to detail in all areas of work
- Proficiency in the use of Microsoft Office suite, with intermediate to advanced skills in Outlook and Word
- Proven ability to take direction but also to work autonomously to achieve set goals and meet deadlines

Special Conditions & Requirements

- After-hours attendance at monthly Board meetings
- Open driver's license
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card

Position Description Reviewed: June 2019