



Position Description

Executive Assistant to CEO and Board

Overview	
Position title	Executive Assistant to CEO and Board
Location	Albany WA
Contract type	Permanent
Employment status	0.6 FTE
Remuneration	Gross salary up to \$80,000 plus superannuation, pro-rata for FTE
Team	CEO Office
Approval	Chief Executive Officer, 11th June 2026

Relationships	
Reports to	Chief Executive Officer
Direct reports	Nil
Internal	Board and Senior Leadership team, Business Development Manager, Program Lead, Business Services
External	Stakeholders

Position summary and purpose

The Executive Assistant manages the day-to-day administrative operations of the CEO; s office and supports the Senior Leadership Team and the Board. The position co-ordinates and supports the Board and sub-committees' meetings including governance and policies.

Key responsibilities and duties

1. Manage day-to-day operations of the CEO including diary, travel and credit card reconciliation.
2. Co-ordinate the collation and presentation of the Board and sub-committee's meeting papers, documentation and actions
3. Attend Board and subcommittee meetings and prepare meeting minutes
4. Provide support and advice to Board & Directors.
5. Contribute to the ongoing management of the Board governance and policies.
6. Co-ordinate and manage SLT meetings & actions.
7. Support the CEO in progressing business development activities and strategic initiatives, including working with the Business Development Manager
8. Coordinate the completion and production of the annual report and other documents as required
9. Perform other duties as directed by CEO.

Requirements for success in this role – selection criteria

Skills, knowledge, experience, qualifications and/or training	
Essential	Experience in an Executive Assistant or Administration role



	High level time management skills
	Positive and proven interpersonal skills to develop and maintain relationships
	Strong communication skills, both written and oral
	Teamwork skills and experience
	Advanced computer skills including Microsoft Office
	Good people management skills
	Possession of C class driver's license
Desirable	Understanding or knowledge of Board and sub-committee minute taking

Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organization's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.

Acceptance of responsibilities and expectations of the position			
Employee		Manager	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	