

Office of the CEO
COMPANY SECRETARY AND BOARD SECRETARIAL
EXECUTIVE ASSISTANT

45.6 hours per fortnight (0.6 FTE)

Ongoing

The Position

The Company Secretary and Board Secretarial Executive Assistant plays an important role in supporting the effectiveness governance of the Board and its Committees and provides professional and confidential support services to the Board of Directors and CEO to the highest level.

To successfully apply for this position you will need:

1. Previous experience within a Company Secretary role or similar, particularly in the not for profit sector.
2. Demonstrated ability to work autonomously and provide confidential and efficient administrative and organisational support to the Board of Directors, CEO and Executive team.
3. Accomplished report preparation and meeting coordination skills.
4. Ability to provide vaccination status information that meets the requirements for healthcare workers.

For further information about the position contact Leanne Oberin on 5406 1267.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au by 4pm Monday, 6 February 2023.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1312 if an automatic acknowledgement has not been received.