

Office of the CEO

EXECUTIVE ASSISTANT TO THE CEO

76 hours per fortnight (1.0 FTE)

Ongoing

The Position

The role of the Executive Assistant to the CEO will ensure professional and confidential support services to the Chief Executive Officer and Executive Leaders at the highest level. Dynamic administrative and report preparation along with accomplished meeting coordination skills are critical to the role, as well as exceptional initiative, interpersonal, communication and time management skills.

To successfully apply for this position you will need:

1. Demonstrated ability to provide confidential and efficient administrative and organisational support to the CEO, Executive Directors and the Board of Directors.
2. Knowledge and understanding of the organisation strategic directions.
3. Capacity to operate effectively within an unpredictable environment by anticipating and applying judgment with the competence to work to deadlines and negotiate targets as required.
4. Ability to undertake organisational projects, particularly in line with organisational research, accreditation and quality requirements, and responding to reports.

For further information about the position contact Gerard Jose on 5406 1200.

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, 21 August 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.