

Executive Support Officer

Location: Melbourne CBD

Salary: \$79,955 to \$90,716 + super.

Position No: 927269

- High level executive support
- Dynamic work environment
- Location: Melbourne CBD

Provided a wide range of executive support functions for the Office of the Secretary

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

The Executive Support Officer - provides a wide range of executive support functions for the Office of the Secretary. Reporting to the Senior Executive Assistant you will prepare daily briefing packs, process meeting brief requests and track the flow of briefings and correspondence in the Office of the Secretary. Other duties include booking venues, accommodation and travel, ordering catering, maintaining contact lists, preparation of meeting rooms and upkeep of office equipment.

The successful applicant will be a self-motivated and committed individual, with excellent relationship building skills, initiative and the ability to adapt to changing priorities, working proactively to ensure the best use of time. It will require an understanding of the priority issues across the Department, excellent organisational skills and exceptional relationship management capability in order to negotiate with senior staff and external stakeholders on behalf of the Office of the Secretary.

This is an ongoing flexible position.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

**o apply online and for further information on position descriptions
and selection criteria visit**

www.careers.vic.gov.au

Applications close at midnight Wednesday on 29 November 2017.