



Australian Government
Aboriginal Hostels Limited

Aboriginal Hostels Limited (AHL)

EL 1 -Executive Officer- Canberra, ACT

AHL is seeking a talented energetic, motivated person to join the Executive Team in the role of Executive Officer to support the CEO, Executive and Board.

We are seeking an experienced professional who will be proactive and responsive to complex issues who can provide high level advice, manage a range of corporate and in-confidence initiatives, and maintain key relationships both within and outside the organisation.

The Executive Officer manages key functions in the office of the CEO through the provision of proactive, efficient and effective executive and administrative management: providing timely and relevant advice and information, stakeholder engagement and maintaining key corporate functions on behalf of the organisation.

Vacancy: Non-Ongoing/Ongoing, Full-time

Salary: \$96,794 - \$99,941 *per annum plus superannuation and access to attractive salary sacrifice options*

How to Apply: For further information on the positions and how to apply –

http://www_ahl.gov.au/employment

Contact Officer: Peter Perfrement- Ph: 02 6212 2006

Closing Date: 30 November 2017