



## Executive Assistant

Several vacancies

ASD 4

\$68,442 - \$74,721 (plus super)

Plus 4% ASD Service Allowance

Canberra, ACT

Relocation expenses included

The Australian Signals Directorate is seeking to fill a number of ASD4 Executive Assistant vacancies within the Enterprise Technology Division (ETDIV). ETDIV is responsible for ASD's ICT infrastructure and service delivery and support functions, and is comprised of members with diverse skills and disciplines who work together to deliver capability across ASD. The successful candidate can expect to be challenged to grow in their role and will be supported by an inclusive and considerate team and leadership.

As an ASD4 Executive Assistant you will work under limited direction and be accountable to perform moderately complex administrative support to an ASD Senior Executive Service Officer. Specifically, you will:

- Be accountable for organising their workflow and triaging incoming tasks for priority.
- Perform front of office support functions, including greeting visitors and receiving and responding to phone calls, emails and general correspondence.
- Perform executive support functions including managing appointments and meetings.
- Assemble briefing packs for relevant Australian Signals Directorate committees.
- Liaise with stakeholders and visitors of all levels and work collaboratively with all areas of the Australian Signals Directorate.
- Use common-sense to research and solve problems that arise outside of routine activities.

Candidates will need to demonstrate flexibility, have good communication skills, the ability to develop good working relationships, and show sound judgement and discretion. You will be proficient in the use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint. Experience as a front-of-house office assistant is highly desirable.

Applicants from Aboriginal/Torres Strait Islander members of the community are strongly encouraged to apply.

A merit pool will be created from this round to potentially fill similar future positions ASD4 positions across ASD.

**Application Closing Date: Monday, 29 March 2021.**

For a more detailed description of the role please refer to Information Pack ASD/00805/21 via the ASD website by clicking on the **WEB LINK** below.

**WEB LINK**