



## Executive Assistants

**Location:** Canberra

**Salary:** \$76,486 to \$90,107

The Australian Security Intelligence Organisation (ASIO) is seeking applications from experienced and passionate Executive Assistants at the AE4 and AE5 levels. You will provide comprehensive administration support, working closely to ensure the office is effectively managed, and maximise the effectiveness and productivity of the SES and their leadership team.

Our roles make a difference and contribute to something bigger than just a bottom line.

- Make a difference – using your skills and experience to help protect Australia's Security.
- Access to diverse career opportunities.
- Work in small teams – undertaking impactful work.

### The ideal candidate

We value life and practical skills/experiences just as highly as formal qualifications. Relevant training will be provided to the successful candidates.

Duties include but are not limited to;

- Managing and coordinating calendars, work schedules and taskings;
- Prioritising tasks in accordance with expectations;
- Responding to incoming and outgoing communications;
- Preparation, collation and timely distribution of meeting papers and minutes, reports and briefs;
- Coordination of domestic and international travel; and
- Working collaboratively across the executive support cohort to assist ASIO's Senior Leadership team.

### Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- Employer superannuation contributions of 15.4 per cent;
- A variety of leave options, including four weeks annual leave;
- Flexible working hours/arrangements to assist you to maintain your work-life balance. We adopt an "if not, why not" approach to working flexibly. (Please note: due to our unique working environment, work from home options may not be available);
- Six staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education; and
- Access to an Employee Assistance Program (EAP).

### Why ASIO

ASIO provides advice to the Australian Government to protect Australia, its people and its interests in today's complex and changing world. To be successful in this mission, we need talented people who are highly capable, dedicated, adaptable and resilient. Our people are our most important asset, they are ordinary Australians but they do extraordinary things. The only difference is, we don't tell you where we work or what we do.

### Eligibility

To be eligible for the role, you must be:

- An Australian citizen; and
- Assessed as suitable to hold and maintain a Positive Vetting security clearance.

*ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.*

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

### Location

All positions are Canberra based.

### How to apply

For more information about your career at ASIO, please visit: [www.asio.gov.au/careers](http://www.asio.gov.au/careers)

Click on '**Apply Online**' to view this position on our website and commence your application.

*ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.*

**Closing date: 1 February 2021**

**APPLY ONLINE**