



## Executive Secretary

Established in 1889, the QTU is the registered industrial organisation (or union) representing state school teachers and principals throughout Queensland. The Union is now the professional and industrial voice of more than 48,000 teachers, principals and TAFE educators in Queensland state primary schools, secondary schools, special schools, TAFE institutes and other educational facilities.

The successful applicant will meet the following essential criteria:

- Significant experience supporting senior leaders and a solid understanding of meeting procedure
- High level written and verbal communication skills
- Exceptional time management to meet deadlines and prioritise workload
- Sound skills or the ability to gain sound skills in the Microsoft Office suite of products
- Excellent typing skills
- Experience in producing minutes of meetings
- Significant experience in organising and coordinating meetings, including the ability to work outside of the normal work hours.

The successful applicant will be expected to commence around 15 February 2021.

Please submit your current Resume with a cover letter by **12pm Friday, 15 January 2021**.

[WEBSITE LINK](#)