

EXECUTIVE SUPPORT & PROJECT ADMINISTRATION

Full-time \$90,000 per annum including super

ABOUT US

Positive Solutions and The Maytrix Group are well-established consultancy firms who work collaboratively. Positive Solutions consults for government, industry bodies and individual organisations within the arts and creative industries, and broader not-for-profit sector. The Maytrix Group specialises in commercial strategy and planning with a particular focus on the health, arts and cultural sectors. Both firms are leaders in their fields and operate throughout Australia and internationally.

POSITION DESCRIPTION

Positive Solutions and The Maytrix Group are seeking a mature, self-motivated and experienced Executive Assistant to the Principals. The successful candidate will assist with work flow management, logistics and administration to meet the requirements of the business practices and projects. Your hours will be shared between the two firms. This position anticipates independent working arrangements. Work from home arrangements will be available regardless of location in Australia.

MINIMUM REQUIREMENTS

Minimum requirements for applicants include:

- > Tertiary education
- > 3 years' experience as an Executive Assistant or similar role

SCOPE OF ROLE

- > Executive support/liaison
- > Office/company logistics
- > Workflow management and administration
- > Project management and logistics
- > Document management and content library management and control
- > Tender management and support
- > Quality control including formatting and proofing

SKILLS AND EXPERIENCE

Essential Selection Criteria

- > Tertiary education
- > Minimum three years' experience in an Executive Assistant role
- > Advanced skills Microsoft Office suite particularly Word, Excel and Powerpoint
- > High IT literacy including troubleshooting
- > Excellent written English, literacy and proof-reading skills Proficiency in document formatting
- > Strong administrative skills
- > Demonstrated high level of attention to detail

- > Demonstrated ability to work in fast paced environment and managing priorities across multiple tasks
- > Flexibility and the ability to adapt to changing priorities
- > Experience in independent working and resources
- > Willingness to take direction, show initiative and problem solve
- > Maturity

Desirable

- > Experience working within consulting teams or in relevant professional service firms
- > Research and writing capabilities
- > Interest or experience in marketing and social media
- > Experience in the arts and cultural sector
- > An understanding of the retail and/or the food and beverage sector
- > Experience with the following platforms:
 - Workflow Max
 - Trello
 - Survey Monkey
 - Mailchimp
 - Working between PC/Apple platforms

Other platform experience including Adobe creative suite and InDesign should be noted.

This Executive Assistant role is a unique opportunity to work on a wide range of interesting projects across two leading consultancy firms.

To apply, please email a brief cover letter, CV, and statement addressing the selection criteria (max 2 pages), and two professional references to info@positive-solutions.com.au by 5:00pm Friday 1st November 2019.

Positive Solutions

www.positive-solutions.com.au

A PO Box 765 New Farm QLD 4005
T +61 7 3891 3872
E info@positive-solutions.com.au

The Maytrix Group

www.themaytrixgroup.com.au

A Level 2, 287 Collins Street, Melbourne, VIC 3000
T +61 3 9853 2336
E info@themaytrixgroup.com.au