

VIC Executive Assistant

Who are we?

We represent an industry that touches the lives of all Australians and is the country's largest employer.

You will work as part of a committed team, where decisions are made collaboratively and with the right level of consideration.

We work hard and we know how to celebrate achievements, call out great work and actively encourage a healthy balance between work and home life.

About the role

We are looking for an amazing Executive Assistant to support our VIC Executive team, consisting of an Executive Director, Deputy Executive Director and Commercial Director.

You will provide executive administrative support including diary management and travel arrangements, creation and distribution of correspondence including Board papers, Executive Committee papers and more.

Our external facing meetings will require your support by preparing agendas, catering requirements, room setup, recording and circulation of minutes and more.

This role is much more than a traditional Executive Assistant role as you will play an important part in the overall success of the VIC team. You will positively contribute to workplace culture, managing processes and systems to ensure the efficient running of the office.

You'll be part of a close-knit team, encouraged to provide excellent customer service with a drive and passion for engaging and managing stakeholders effectively.

Key details

You will have 3+ years' experience working in a professional services or government setting, responsible for multiple operators and internal team leadership experience.

You will be trustworthy, cooperative and flexible, recognising the sensitivities of your role within the team and the wider organisation.

Excellent time management skills and an ability to prioritise multiple projects, looking outside the box for ways to free up the Executive team's time will be advantageous.

You will be confident and pro-active with taking ownership of your responsibilities and demonstrated experience in working beyond expectations.

Importantly, you will be a great communicator with an ability to adapt your communication style and medium to suit the audience and the message, plus have a positive 'can-do' work attitude - ready to take on challenges!

If you are someone who is positive, driven, optimistic and friendly with a strong focus on customer satisfaction then this is the team for you!

Why choose us?

Be a part of the Property Council of Australia and you will make a powerful impact in an organisation that is the powerhouse of the property industry.

By investing your career with the Property Council, you will be rewarded for your contributions and have unrivalled opportunities to accelerate your career through unique access to the breadth of our member base.

As a team of dedicated, high energy people we always go the extra mile. We value our people, trust them to do their jobs and empower them to deliver.

Interested?

If this sounds like you, please apply via email to recruitment@propertycouncil.com.au. Please include in your application an up-to-date CV and brief cover letter addressing the key details and skillset required for this role. Applications close at 5pm on Friday 29 January.

Aboriginal and Torres Strait Islander people are encouraged to apply.

For more information click [here](#) to view the job description.