

*Office of the CEO
Executive Assistant to the Chief Operations Officer and Executive
Leadership Team*

*60.8 to 76 hours per fortnight (0.8 to 1.0 FTE) As negotiated
Ongoing*

The Position

Bendigo Community Health Services is looking for a dynamic and motivated person to join the team. This is an ideal opportunity to join a very experienced and supportive team and engage in a challenging and rewarding career.

The role of the Executive Assistant to the three BCHS Executive positions of Chief Operations Officer (COO), Executive Leader Partnerships and Integration, and Executive Leader Organisational Support will ensure professional and confidential support services at the highest level. Dynamic administrative and report preparation along with accomplished meeting coordination skills are critical to the role.

Exceptional initiative, interpersonal, communication and time management skills are essential to the role. Excellent competence in the knowledge of Microsoft office packages and other specific computer software packages is critical.

About BCHS

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing

To successfully apply for this position you will need:

KEY SELECTION CRITERIA

Essential

1. Substantial experience working in high level administration positions (min 3 years).
2. An effective team member with the ability to work cooperatively, flexibly and positively in a sensitive and confidential environment.
3. High level judgement and sensitivity with the ability to identify, prioritise and carry out actions in response to situations that arise under limited direction.



4. Highly developed organisational skills that can be applied in an environment of conflicting demands, including well developed time management and prioritisation skills.
5. Knowledge and understanding of the organisation strategic priorities and values.
6. Ability to undertake organisational projects, particularly in line with organisational research, accreditation and quality requirements, and responding to reports.
7. Demonstrated highly developed interpersonal and communication skills with people at all levels, including the production of presentations, submission requirements, formatting of reports and excellent letter writing skills.
8. High level skills and experience in the use of the Microsoft Office environment.

Desirable

1. Ability to build and develop positive relationships with both internal and external clients.
2. Display friendly, responsive, courteous and effective interaction; provide a welcoming presence to general and corporate visitors, as well as fellow associates.
3. The ability to confidentially maintain accurate records in accordance with BCHS procedures.
4. Current driver's license.

For further information about the position contact Sharyn Brasher on 5406 1267.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1312 if an automatic acknowledgement has not been received.

