

Executive Assistant

Location: Darwin

Salary: \$60,600 - \$70,000 (including super and 6 weeks annual leave)

Territory Natural Resource Management (TNRM) is the regional Natural Resource Management (NRM) body for the Northern Territory. We are a not-for-profit community sector organisation responsible for planning, coordinating and facilitating a strategic approach to natural resource management in the Territory. We work in partnership with landholders, Indigenous groups, community groups, pastoralists, non-government organisations, governments and businesses to achieve good NRM outcomes.

Role

This position will provide executive administrative support to the TNRM Board and Chief Executive Officer, undertake event management duties and assist TNRM staff with general administrative support.

Key Responsibilities

- Provide efficient and effective high level administrative support to the Chief Executive Officer
- Manage organisation of Board meetings, agenda papers and communication
- Provide assistance to the Business Manager with office management, files and reporting
- Provide HR support to the Chief Executive Officer in recruitment, management of files and reporting
- Provide event support, general office and administrative support to the TNRM staff
- Ensure databases and other records are maintained and used efficiently and effectively
- Manage all aspects of organisation and coordination of annual conference and awards ceremony prior to, during and post event.

Selection Criteria

Essential

1. Experience in providing a high level of administrative and secretarial support to Boards, committees and/or senior managers.
2. Demonstrated ability to arrange meetings including agenda development, preparation of papers, recording of minutes, and organising logistics including venues, catering, travel and accommodation.
3. Demonstrated experience with event management practices including; procurement of goods and services, managing the logistics / coordination of the event, developing marketing material, managing the registration process using an online event management system etc.
4. Ability to efficiently undertake general office practices and procedures including the maintenance of office records and systems, and ability to undertake basic research and coordinate and prepare general correspondence.
5. Excellent organisational and time management skills with the ability to manage workloads, organise priorities and meet deadlines with minimal supervision.
6. High level communication and interpersonal skills and an ability to work constructively as a member of a busy team.
7. Demonstrated skills and experience in using software program: Microsoft Word, Outlook, Excel and PowerPoint.
8. Willingness to travel and occasionally be away from home for up to 2-3 days to attend Board Meetings.

Desirable

9. Australian residency and current drivers licence.

www.territorynrm.org.au

Darwin Office

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