

# Job Vacancy



## Executive Assistant to the Chief Executive Officer

Permanent Full Time | Competitive Salary + benefits | Great Team Culture

### About the opportunity

We are currently seeking an experienced Executive Assistant to provide high level secretarial and administrative support to the Chief Executive Officer (CEO) and Councillors across various functions to ensure the efficient and effective operation for the Office of the CEO.

This position will oversee a wide variety of complex and confidential administrative tasks including duties to support our Councillors and departments across the organisation, correspondence writing, minute taking and document preparation.

### About you

To be successful you will demonstrate an exceptional work ethic and responsiveness with the finesse to problem solve while demonstrating a commitment to excellence in all areas of work.

Projecting a great impression of the Shire and the CEO is critical to the success of the role as will be your disposition as an extremely professional, engaging calming presence. You will act as the representative of the Shire.

This is a rare opportunity to partner with a driven and motivated CEO to provide high level C-suite support in achieving the Shire's ambitious growth plans. As such this will be an extremely busy role and will require someone highly driven, motivated and outcome focused.

### Why work at the Shire of Irwin?

The Shire of Irwin is committed to the principles of Equal Employment Opportunity in creating a diverse, inclusive and positive workplace. Our teams are reflective of the communities in which we operate, and we value the unique contribution each member makes to the Shire of Irwin. The work we do makes a real difference to the lives of our residents and contributes to their economic and social wellbeing.

**Interested?** Confidential enquiries can be made to Davina Sandhu, Human Resources Consultant on telephone 08 9227 0000.

### How to apply

Applicants are required to submit a cover letter, resume and answer the selection criteria (highlighted in bold) within the position description which can be found on our website.

Applications are to be emailed to [hr@irwin.wa.gov.au](mailto:hr@irwin.wa.gov.au)

Australian citizens and eligible candidates with rights to work in Australia will be considered. Selected candidates will be requested to undertake pre-employment screening.

### Closing Date: 5pm Monday 8 July 2024

*The Shire of Irwin reserves the right to commence the recruitment process prior to the closing date.*

*Shane Ivers*

**Chief Executive Officer  
Shire of Irwin**

**A Brilliant Blend**