
EXECUTIVE ASSISTANT TO CEO



JOB DESCRIPTION

JANUARY 2019

Employer:	Adara Advisors (80%) Adara Development (20%)
Location:	Balmain, Sydney, Australia
Employment status:	Full-time
Reports to:	Founder and CEO (Audette Exel)
Direct reports:	N/A

OVERALL JOB GOAL

To provide high level administrative support to the Founder and CEO of the Adara Group, Audette Exel.

CURRENT KEY RESPONSIBILITIES

Support to the CEO

- Provide wide ranging 1:1 administrative support to ensure the smooth running of all aspects of the CEO's professional life and work as the key support person for the CEO.
- Senior level administration of CEO's day to day business requirements including scheduling of meetings, drafting of correspondence, managing financial reconciliations, liaising with IT team on CEO's requirements, and ensuring team members have sufficient time scheduled with CEO.
- Responsible for all aspects of frequent domestic and international travel, including the planning and preparing of complex (and interesting) travel itineraries. Work closely with corporate travel agent.
- Manage the CEO's busy schedule, bringing sound judgment to competing diary priorities, and ensuring the gateway to the CEO is managed in a professional, friendly and collaborative manner.
- Liaise with the EAs of, and at times directly with, corporate Australia's most senior and well-known CEOs, non-executive directors (NEDs), board chairs and senior executives.
- Work closely with the CEO on email management, making high level judgement calls on actions to be undertaken in anticipation of CEO's requirements.
- As the CEO is also a NED for an ASX20 financial institution, the role further involves managing these regular board commitments, travel bookings and the discrete handling of market-sensitive information.
- Work collaboratively with the Adara Partners Corporate Advisory Director and the Adara Global Leadership team.
- Manage corporate events including researching venue and catering options and overseeing all aspects of any event.
- General administrative tasks including maintaining information in customer relationship management (CRM) system, greeting CEO's visitors, attending team meetings, organising marketing packs, and other day to day administration for the CEO.
- For urgent matters, provide support outside of usual office hours.

ESSENTIAL COMPETENCIES

- A proven track-record of achievement as an Executive Assistant at C-suite level in a corporate environment is highly desirable. Experience supporting a senior executive/director at a level below C-suite will also be considered.
- Solution-focussed, with ability to anticipate potential issues, and make sound judgement calls.
- Experience managing a back-to-back executive diary.
- Professional manner and the ability to work with complete discretion on confidential transactions.
- Confident, proactive, and flexible approach.
- Ability to build business relationships and maintain a calm and friendly approach during busy periods.
- Strong attention to detail.
- Must be able to work independently and have demonstrated ability to use initiative.
- High level of written and verbal communication skills.
- The ability to manage and prioritise multiple varied tasks.
- Advanced Microsoft Office and general wider IT skills.
- A passion for social justice and a desire to use business skills for purpose.

DESIRABLE COMPETENCIES

- Experience with Microsoft Dynamics CRM.
- Experience in both the not-for-profit sector or business world are equally valued. Experience in both would be highly desirable.

KEY CONTACTS

- **Internal Contacts**
 - Team members at all levels in all locations
- **External Contacts**
 - Corporate clients
 - Senior members of the Australian business and non-profit community
 - Adara Panel Members
 - Directors/Trustees
 - Financial Partners