

Reports to Audit, Assurance and Advisor (AAA) Partners

Job description

The Group Executive Administrator is a pivotal role within the Audit, Assurance and Advisory division (AAA), working closely with Partners, Directors, Managers and staff to deliver exceptional client service.

The AAA division delivers a broad range of services across many sectors and industry and has seen continued expansion over recent years. The division maintains a reputation as a leader in external and internal audit, as well as advisory in the areas of strategy, risk and governance.

In addition to excellence organisational skills, the role of Group Executive Administrator requires strong attention to detail and the ability to work well with people at all levels, both within the company and externally.

Attributes

- High level organisation and communication skills
- Able to be proactive and undertake tasks independently
- Very well presented and able to engage with clients at the senior level
- High level of confidentiality and professional behaviour
- High level of flexibility to meet sometimes rapidly changing priorities and variable working duties
- A commitment to quality outputs with a high degree of attention to detail and a client service mindset
- Aptitude to think quickly, decisively, efficiently and effectively under pressure and work independently
- Ability and willingness to foster and initiate continuous improvement in systems and procedures
- Ability to sustain high level performance, problem solve and meet demanding work deadlines with limited supervision
- Ability to engage with clients in a professional manner including maintaining an understanding of our client base



Skills, knowledge and experience

- Demonstrated ability to proactively support Partners with their day-to-day operations including an ability to anticipate needs
- Correspondence, diary and email management including facilitation of actions
- Intermediate skills in Microsoft Word, Outlook, Excel, PowerPoint and proficiency in the use of other business management software packages
- Highly developed time management, planning and organisational skills with the ability to prioritise and meet deadlines
- High level written and verbal communication skills and a commitment to quality outputs, with a high degree of attention to detail and a customer first mindset
- Ability to administratively support all meetings including agendas and minutes
- Demonstrated experience in developing and implementing business processes including a commitment to continuous improvement
- Demonstrated ability to maintain discretion, confidentiality, maturity, and judgement in responding to/and in management of enquiries from clients and other WLF staff
- Experience in administrative support to teams managed in a workflow environment
- Ability to engage with team members from diverse backgrounds and foster a collaborative team culture
- Knowledge of the role and understanding of responsibilities of a Partner in a business advisory role

Job responsibilities

Provide quality and timely administrative support to the AAA Partners as required including:

- Work scheduling – small audits, superfunds, and providing administration support to the staff planning
- Providing administrative support to tenders including monitoring timeframes, opportunities and preparation of tender documents.
- Executive assistance – phone calls, meetings, liaison point for client enquiries, managing emails, managing diary appointments, and filing
- Applying high level business document preparation and review skills including proof reading, word processing, and letter and report writing / formatting
- Supporting the AAA Partners with administrative and hosting for functions, marketing activities, and social engagement opportunities for the team



Group Executive Administrator

Audit, Assurance & Advisory

Job responsibility



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- Creation and maintenance of efficient and effective business processes, templates, and filing systems
 - Coordinating and booking travel arrangements
 - Liaison / coordinating with corporate services support as required
 - Facilitation of new employees to the group
 - Team administration tasks including
 - Documenting and filing minutes of meetings
 - Managing the annual calendar for group
 - Scheduling of team meetings
 - Performance review scheduling for the group
 - Support to external audit quality management including policy review due dates and updating templates
 - Maintaining team training logs, and supporting the planning and logistics of internal training
 - Undertaking billing and timesheet tasks as requested
 - Managing any client securitisation processes
 - Liaison with partnership and other teams as requested tasks as required

Essential Requirements

- Australian residency
- Advanced communication skills, both written and verbal.

Qualifications

- Minimum of 5 years' experience as an EA (or similar executive administrative role) in a corporate environment
- Certificate 4 in Business Administration or equivalent, or bachelor's degree (not essential but highly regarded)

Salary

Negotiable with the successful applicant, commensurate with experience

