Job Reference No: TDA/MSEA/2009

ROLE: Executive Assistant – Member Services Unit

Background
Applications are invited from suitably qualified persons who are interested in being considered for employment in the National Secretariat of TAFE Directors Australia, the peak body representing Australia’s 57 TAFE Institutes.

TAFE Directors Australia is an incorporated not-for-profit educational national body, and salary packaging is available under ATO-approved educational employment conditions. Educational training courses are offered to employees after a probation period, and bonuses apply. Further Secretariat information: refer website www.tda.edu.au

This development position will be Sydney-based.

Currently, the National Secretariat is relocating to Sydney, initially based at Sydney Institute of TAFE Ultimo – effective August 2009.

Salary
$47,500 p.a., plus superannuation – 12 months contract, with opportunity to extend for suitable candidate.

Duties
Executive Assistant, reporting to CEO.

Scope
The role is a key member of the Member Services Unit, of TAFE Directors Australia.

Key administrative duties will include:
• Liaison and management of executive board papers, manage CEO diary and assistance with travel and external key meetings for three directors
• Oversee establishment of the new Sydney Office for TDA, records management and business continuity services including IT support contractor/s, along with longer term Office requirements
• Support for CEO and Director, Policy and Stakeholder Relations, with administrative requirements for stakeholder engagement, including correspondence and logistics.
• Input of invoices to MYOB, and work with outsource accounting firm for processing of accounts receivable and accounts payable. Included will be support of Director International and Business Development, on project budget tracking.

Selection Criteria
1. Strong administrative capability – As an experienced manager working to executive management, you have demonstrated this work experience with administration for senior management, with successful outcomes and record of cohesive working relationships
2. Office administrative management – You may have demonstrated managing or re-organising office and work environments, with impact on records management, overseeing IT support services and equivalent experience as an Office Manager
3. Experience with MYOB accounting software
4. Good desktop Word and office software skills
5. Good customer services skills.
6. Ability to work independently and as part of a team.
7. Qualifications in administration or similar competencies.

Notes
Note 1: Flexible work hours are available. Please note that this position does not involve work on weekends, and extended holidays are available over summer TAFE vacation periods.

Note 2: Applicants must sign a declaration for not being a person convicted of a serious sex offence or a registrable offence.

Specific Inquiries
Background www.tda.edu.au
Martin Riordan, CEO, TAFE Directors Australia. Mobile 0402 090 035
Sue Hart, Commerce Management Services, Telephone (02) 6290 1505 or email commercemgt@bigpond.com

Applications
Sue Hart, Commerce Management Services
Email commercemgt@bigpond.com

Closing date
24 July 2009 (quote Job Reference)