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ORANA

RDA Orana Executive Assistant to the CEO

Job description

December 2025

Position Title: Executive Assistant to the CEO

Location: Orana Region, New South Wales

Reports To: CEO

Employment Type: Full-time/negotiable

Overview

The Executive Assistant to the CEO at RDA Orana provides high-level administrative support to the CEO, ensuring the smooth operation of the executive office. This role involves managing schedules, coordinating meetings, handling correspondence, and supporting strategic initiatives, all while maintaining confidentiality and professionalism.

Key Responsibilities:

1. Executive Support

- **Manage the CEO's calendar**, including scheduling meetings, appointments, and travel arrangements. Prioritize and resolve scheduling conflicts.
- **Prepare and coordinate briefing materials** for meetings, presentations, and events.
- **Assist the CEO with daily tasks**, including drafting correspondence, managing emails, and handling phone calls.

2. Meeting and Event Coordination

- **Organise and coordinate meetings** for the CEO, including preparing agendas, taking minutes, and following up on action items.
- **Arrange logistics for executive-level events** and engagements, including coordinating with internal and external stakeholders.
- **Support the planning and execution** of key RDA Orana events, such as the Inland Growth Summit and other strategic initiatives.

3. Communication Management

- **Draft and edit correspondence**, reports, and other documents on behalf of the CEO.
- **Handle incoming and outgoing communications**, ensuring timely and appropriate responses.
- **Maintain a professional and confidential communication** channel with stakeholders, partners, and board members.

4. Administrative Tasks

- **Maintain and organise executive files**, documents, and records, ensuring accurate and secure storage.
- **Process and track expenses**, invoices, and other financial documents for the CEO.
- **Assist with administrative tasks** related to the executive office, including office management and procurement.

5. Strategic Support

- **Conduct research** and gather information to support the CEO in decision-making and strategic planning.
- **Prepare reports and presentations** as needed, including data compilation and analysis.
- **Support special projects** and initiatives as assigned by the CEO, ensuring alignment with organisational goals.

6. Stakeholder Engagement

- **Act as a liaison** between the CEO and internal/external stakeholders, ensuring effective communication and follow-up.
- **Coordinate with board members, government officials, and other key contacts** to facilitate meetings and engagements.
- **Handle sensitive and confidential information** with discretion and professionalism.

7. Travel and Logistics

- **Arrange travel** for the CEO, including booking flights, accommodation, and transportation.
- **Prepare travel itineraries** and ensure all necessary arrangements are made for smooth and efficient travel.

8. Office Management

- **Oversee the day-to-day operations** of the executive office, ensuring an organized and efficient workspace.
- **Manage office supplies** and coordinate with vendors as needed.

Qualifications:

- **Bachelor's degree** in Business Administration, Management, or a related field (or equivalent experience).
- **Proven experience** as an executive assistant or in a similar high-level administrative role.
- **Exceptional organisational and time-management skills**, with the ability to handle multiple tasks and priorities.
- **Strong written and verbal communication skills**, with attention to detail and professionalism.
- **Proficiency in office software**, including Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant tools.
- **Experience with event coordination and management** is desirable.
- **Ability to maintain confidentiality** and handle sensitive information with discretion.
- **Strong problem-solving skills** and the ability to work independently and as part of a team.
- **Familiarity with the Orana region's economic and community dynamics** is a plus.

Work environment:

- **Fast-paced, dynamic environment** with a focus on supporting high-level executive functions.
- **Flexible working hours** may be required to accommodate the CEO's schedule and priorities.

Apply today

Apply by submitting a current resume (maximum 5 pages) and brief cover letter (maximum 2 pages) that outlines your skills and experience relevant to the role to ceo@rdaorana.org.au

Application Closing Date: 11.55pm 20 December 2024.

If you are interested in the role and would like more information, please contact:

Justine Campbell, CEO Regional Development Australia Orana, phone 0409 851 488 or email: ceo@rdaorana.org.au