



An Australian Government Initiative



Regional  
Development  
*Australia*

**ORANA**

# RDA Orana Executive Assistant to the CEO

Join our team

Role: Executive Assistant to the CEO

Location: Dubbo

Employment Type: Full-time/negotiable

## About Regional Development Australia Orana

Regional Development Australia (RDA) Orana is part of a national network committed to regional development through leadership, innovation, and collaboration. We enhance the economic, social, and environmental sustainability of the 12 Local Government Areas of Orana region.

## About the role

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:

- Executive Support
- Meeting and Event Coordination
- Communication Management
- Administrative Tasks
- Strategic Support
- Stakeholder Engagement
- Travel and Logistics

- Office Management

## 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 organizational 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.

## What We're Looking For

- **Attributes:** Sociable, creative, empathetic, problem-solver, and collaborative.
- **Commitment:** Strong dedication to program values and community knowledge.
- **Skills:** Effective communication, problem-solving, planning, and customer service orientation.

## 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.

For more information about the role, please [click here](#) to view the role description.

**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](mailto:ceo@rdaorana.org.au)