



<b>POSITION</b>	Executive Assistant (AKA: PA, EA, Exec Wrangler)
<b>SALARY</b>	\$64,500, pro rata, inclusive of super
<b>EMPLOYMENT TYPE</b>	0.5 FTE (18.75 hours per week/37.5 hours per fortnight)
<b>LOCATION</b>	Sydney
<b>START</b>	April/May 2019

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are excited about changing the way we speak about mental health. We are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

### working with us

At batyr, we make sure we have fun while doing important work. We care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use for the gym, new surfboard, pottery class, ukulele lessons... almost whatever you need to help keep you feeling good
- providing ongoing professional training and wellbeing sessions
- structured internal and external mentoring
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- mid-year and end-of-year retreats
- flexible working arrangements

### about you

When it comes to organisation, Marie Kondo comes to you for tips. You're known for taming the most terrifying of to-do lists without breaking a sweat. In fact, your ability to manage your time - and other people's - is something you can set your watch to, literally and figuratively. Whilst you may not list hacking and computer programming on your resume, you are tech-literate enough to know that the cloud isn't something you need an umbrella for.

Friends might describe you as a Mary-Poppins-mix of self assuredness, diplomat, confidant and sounding board; practically perfect in every way. But the thing that really gives you a thrill is using all of these talents to support others in achieving success. You're a collaborator that revels in the accomplishments of those you support. You have the ability to adapt rapidly and smoothly to changing scenarios. And that's because you pride yourself on being the calm in the storm. Though given your choice, you'd plan and organise to assure there was no storm at all.

### **position summary**

The Executive Assistant (EA) will perform a variety of administrative tasks and support our company's senior-level managers, primarily the CEO and GM. Responsibilities include managing calendars, making travel arrangements and support the assembly of various executive reports. The role will be required to provide ad hoc support to the Office Manager where required. The EA will manage requests for information from internal and external stakeholders and provide a professional first point of contact for enquiries. Ultimately, the role will contribute to the efficiency of the organisation by providing personalised and timely support to the leadership team.

Ideally this role will work 4-5 days a week, approximately 3.5-4.5 hours a day, with occasional out of hours work for example to attend Board meetings every two months.

### **key responsibilities**

- Building a meaningful partnership with the CEO & GM to best provide consistent and confidential support and reliable structure to the CEO & GM by managing meetings, diary and email
- Establishing solid relationships with internal and external stakeholders to shape the CEO & GM's calendars and engagement opportunities
- Preparing presentations for speaking events and proposals for the CEO & GM
- Ensuring the CEO are well aware of how things are going 'on the ground' amongst the team
- Management of all travel bookings for the CEO & GM
- Coordinate all Board and subcommittee activities, including organising meetings, preparing Board documents, minutes and being a key point of liaison for Board Members
- Assist with compliance activities such as reporting and tracking policies
- Perform other related duties as required by the CEO, on occasion, the leadership team

### **essential selection criteria**

- 2+ years experience in an Executive Assistant or Personal Assistant or other business administration role
- Excellent organisational in order to manage the diverse tasks and keep on top of things. Proven track record of juggling multiple projects & competing priorities ie. top notch time management and prioritisation skills
- Excellent interpersonal skills interact with a variety of stakeholders in a fast paced environment.
- Outstanding communicator, both orally and written, who gets the values and the vibe of batyr

- Demonstrated ability to take initiative to improve your working environment
- A flexible approach to work with the ability to work independently with limited direction
- Positive and enthusiastic collaborator who can work with a team spread out across Australia, and a willingness to uphold the inclusive and upbeat culture that is batyr

#### **desirable selection criteria**

- Relevant work and/or qualifications
- Full driver's license

#### **how to apply:**

Please email your cover letter & CV to [careers@batyr.com.au](mailto:careers@batyr.com.au) by 9:00 am Monday 25 March with the job title in the subject line.