

Position Description – Executive Assistant

POSITION TITLE	Executive Assistant
DEPARTMENT	Business Support
REPORTS TO	CEO
DATE	December 2024
NUMBER OF DIRECT REPORTS	0

JOB PURPOSE

Reporting to the CEO, the Executive Assistant is primarily responsible for providing confidential and high-level executive administrative support services across a wide range of functions, supporting the Board, CEO, Lead Team and wider team.

KEY OBJECTIVES

Key Objectives/Areas of Activity	Means of Achieving
Meeting Support	<ul style="list-style-type: none"> • Minute taking at weekly Lead Team meets • AGM preparation: collation and distribution of relevant documents, minute taking, meeting setup • Diarise Lead Team meets, and Lead Team Strategy meets • Function organisation and co-ordination • Oversee and assist Support Services Administrator with Company meets (Business Update and Huddle) • If requested, assist with any other meetings
Board Support	<ul style="list-style-type: none"> • Collation and distribution of bi-monthly Board packs • Contribute to the Board pack, providing an update on Compliance and Business Support activities • Minute taking and distribution of minutes and matters arising • Meeting setup: meeting series diarised, catering, room setup • Arrange travel and accommodation bookings • Maintain Interests Register
Shareholder Support	<ul style="list-style-type: none"> • Maintain eStar's Share Register and Shareholder list in Hubspot • Deal with any shareholder queries • Facilitate and action share trades • Assist Financial Controller with any share buybacks, capital raises or dividends • Update eStar's website with buying and selling interest and share trading history • Function organisation and co-ordination • Collate and distribute regular shareholder communications

Business Support	<ul style="list-style-type: none"> • Maintain Risk Register every 6 months • Maintain eStar Work Plan Calendar • Support the Support Services Administrator with office management across both the Christchurch and Melbourne offices • Update Team Member Training Records • Manage eStar’s Recognition Awards program • Manage and oversee eStar’s Team Member Benefits • Oversee eStar’s corporate travel booking tool and be back-up travel arranger to the Support Services Administrator • Review and approve bank payments • Assist the Financial Controller with monthly payroll processing, including authorising payroll payments • Oversee eStar’s eSpace SharePoint site
HR Admin	<ul style="list-style-type: none"> • Administer bi-annual Team Engagement Surveys, analyse, and distribute results • In conjunction with the CEO, facilitate annual Performance Reviews (includes Individual Development Plans) • With support from the CEO, facilitate annual Salary Reviews • Manage Immigration matters such as sponsorship activities and team members with visa’s • Action Parental Leave requests • Creation and updating of eStar’s Policies & Procedures (using external resource where applicable) • Issuing Certificates of Service and Employment Confirmations for team members who request these • Oversight and co-ordination of recruitment process for new hires • Collate Employment Offers • Probation Period confirmations • Conduct Reference Checks for new hires • Manage eStar’s Seek account, including posting of job adverts • On-board new team members • Maintain new and departing Team Member records • Membership management with Business Canterbury and Victorian Chamber of Commerce • Inform Managers and Team Leads of upcoming Team Member eStar work Anniversaries, and arrange relevant gift for milestone anniversaries
General	<ul style="list-style-type: none"> • General administration support to other business groups within eStar • Assist with company projects
eStar Ways of Working & Policies	<ul style="list-style-type: none"> • Have knowledge of and understand all eStar company ways of working and policies • Comply with, and enable team member compliance (of eStar’s policies, standards, and ways of working) • Ensure a healthy, safe, secure, and legal work environment • Consciously foster a workplace culture that is consistent with the guiding principles and values of eStar

<p>You - Individual</p>	<ul style="list-style-type: none"> • Be committed to and follow the eStar ways of working and values • Take ownership for your own development and use the opportunities and framework that exist within eStar • Be an active participant in team, department, and company initiatives and in meetings • Work with other team members together to solve issues and deliver positive continuous improvement • Freely share knowledge and information • Provide mentoring to less experienced team members to contribute to their professional development • Work independently without supervision
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Assist the Support Services Administrator with oversight of eStar’s Health & Safety Program • Review and sign off risks and hazards in the Hazard Register • Responsible for annual renewal of Health & Safety policy • Comply with all company Health and Safety policies, procedures, and guidelines including; • Identification/reporting of hazards and the subsequent elimination, isolation, or minimisation, • Reporting of incidents and injuries, including near misses and emergency situations

<p>KEY INTERNAL/EXTERNAL CONTACTS</p>	
<p>Internal</p> <ul style="list-style-type: none"> • The role involves close communication with all areas of the business, including Board level <p>External</p> <ul style="list-style-type: none"> • Moderate level of contact with suppliers, shareholders, professional service persons (i.e., recruitment agencies, employment referee’s, lawyers, consultants) 	

<p>PERSON SPECIFICATIONS</p>	
<p>COMPETENCIES</p> <ul style="list-style-type: none"> • Personal Leadership: integrity, discretion, confidentiality, trustworthiness, approachable, self-starter, leads by example, copes well with pressure • Client Focus: builds strong relationships with internal and external stakeholders • Change Orientation: copes easily with changing priorities • Problem Solving and Decision Making: uses own judgment and initiative to make quality decisions, problem solving, producing solutions • Teamwork: leadership, cooperation, communication, encouraging ideas, respect for others • Learning Orientation: developing self, willingness to learn, accepting feedback, self-awareness • Focus on Results: achieving results, motivation, and drive, planning & organising, ensuring deliverables are met • Driving Business Performance: makes decisions which support the achievement of business objectives 	

TECHNICAL SKILLS/EXPERIENCE

Essential job experience

- Previous Executive Assistant experience
- Facilitating and minute taking Board meetings
- Dealing with sensitive and/or confidential information
- Managing and prioritising tasks

Essential job skills

- Ability to properly deal with sensitive and/or confidential information
- Proficient in Office 365 and SharePoint
- High attention to detail
- Effective organisation and time management
- Effective oral and written communication
- Ability to multi-task and have flexibility to adjust to changing priorities

Personal Requirements

- Discretion, trustworthiness, and confidentiality are a must
- Be organised and have time management skills with the ability to work to tight deadlines on multiple tasks
- Demonstrates initiative
- Completes work to a high standard
- Leads by example
- Proactive
- Can build strong trustworthy relationships with a variety of people and personalities