



Positive environmental actions, for everyone.

POSITION DESCRIPTION

ROLE:	Circular Economy Executive Assistant (EA)
MANAGER:	Head of Circular Economy Programs
DIRECT REPORTS:	None
LOCATION:	TBC
HOURS:	This is a full-time 12-month contract position. The hours are 7.5 hours per day, 9 days per fortnight
DATE:	January 2023

Function and Purpose

- Provides high-level communication for planning, coordination and administration of projects and activities.
- This includes diary and appointment management, travel arrangements, event management support, drafting correspondence, records management and minute-taking, and liaising with counterparts in government, industry, and academia.
- The EA will also be tasked with following up on connections and opportunities for collaboration generated by the Head of Circular Economy Development. This requires engagement with internal and external stakeholders.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Manage a busy calendar of appointments to ensure the Head of Circular Economy Development and other members of the Executive team are well-informed of upcoming commitments, meetings, conferences, seminars and travel arrangements.
2. Prepare executive communications including speeches, briefs, reports, presentations, surveys and email distribution, and follow up as needed.
3. Research and arrange travel requirements and prepare detailed travel itineraries
4. Manage all scheduling and logistics for meetings, prepare agendas and relevant materials and draft minutes in a timely manner.

5. Input and export data in SalesForce.
6. Work with internal and external stakeholders to follow up on opportunities.
7. Maintain databases and organised filing system of paper and electronic documents.
8. Ensure personal adherence to the Planet Ark HR Manual.

WORKING RELATIONSHIPS

Internal Relationships	External Relationships
ACE Hub Team	ACE Hub Advisory Board and Working Groups
Partnerships Team	Industry
Campaigns Teams	Government agencies
Operations Team	Partners and potential partners
Communications Team	Academia
CEO	Collaboration Partners
	Technical Supporters

ESSENTIAL SELECTION CRITERIA

The Executive Assistant must demonstrate:

1. Relevant Bachelor's degree and/or a minimum of 5+ years' EA experience reporting directly to senior management.
2. Proficiency in writing executive correspondence including reports, submissions, meeting minutes, and developing presentations.
3. Advanced Microsoft Office skills including PowerPoint, Excel and Word, and working knowledge of SalesForce.
4. Exceptional interpersonal and liaison skills.
5. Experience in adapting communication styles to different audiences including senior executives and government officials.
6. Excellent time management for prioritising competing deadlines.
7. High level attention to detail with demonstrated ability to show initiative and creativity in problem solving.
8. Experience with executive diary and travel management.
9. Honest, trustworthy and ethical behaviour; able to handle confidential information

with discretion.

10. Ability to work independently or collaboratively as a team member.
11. Knowledge of environmental and sustainability issues including climate change, circular economy, sustainable design, waste reduction and management, resource recovery, biodiversity.

DESIRABLE SELECTION CRITERIA

12. Post graduate degree in sustainability or relevant subject area.
13. Experience working in a fast paced not-for profit organisation or start-up environment.