

# Executive Assistant

## Position Description – Updated 10072024

<b>Employment Type:</b>	Full-Time negotiable
<b>Hours of Work:</b>	38hrs per week, flexibly taken between 8.00-6.00 Monday - Friday
<b>Term:</b>	Ongoing / permanent
<b>Award:</b>	<a href="#">Clerks Private Sector Award 2020</a>
<b>Annual Salary &amp; Benefits:</b>	\$95k to 120K per annum FTE (depending on experience)
<b>Location:</b>	QuantX Labs, Lot Fourteen, Level 2, Space Lab, Frome Road, Adelaide
<b>Reports To:</b>	General Manager
<b>Direct Reports:</b>	Nil

## Benefits

- Be an integral part of an emerging, world-leading technology product company with a strong pipeline of work in the Defence, Space and Commercial sectors.
- Contribute to the development and delivery of the next-generation precision sensor and atomic clock products to our local and global customers.
- Live, and benefit from, our company values “to be bold, to strive for excellence and act with integrity” and professional development opportunities.
- Many social events, lunches, Friday drinks, games room, work from home and other flexible working arrangements.

## About the Position

QuantX Labs seeks a dynamic Senior Executive Assistant to support our Managing Director (MD) and General Manager (GM). As a key member of the executive team, you will enhance the productivity of the company by ensuring efficient meetings and accountability, thereby enabling higher performance and efficiency across the entire team. You will handle high-level administrative tasks, board paper preparation, minute-taking, and provide broad-ranging support to the executive staff. You’ll enjoy a vibrant workplace culture with access to flexible work arrangements, professional development opportunities and a variety of social events throughout the year.

## About You

You are an experienced Senior Executive Assistant with over five years of expertise, known for your exceptional attention to detail, precise minute-taking skills, and proactive task management. Your primary goal is to enhance the executive's efficiency, productivity and performance through your dedicated and forward-thinking approach, making a meaningful difference in the organisation.

Thriving in fast-paced environments, your strong organisational skills, technical proficiency and discretion with confidential information make you a trusted asset to executives. Your proactive and adaptable approach, combined with excellent communication skills, will enable you to maintain effective relationships with stakeholders at all levels.

## Duties & Responsibilities

<b>Executive Support:</b>	<ul style="list-style-type: none"> <li>• Provide comprehensive administrative support to the MD and GM, including calendar management and correspondence handling.</li> <li>• Coordinate business travel on behalf of the MD and GM, including booking flights and accommodation, providing travel documentation, and uploading receipts</li> <li>• Serve as the primary point of contact between the executive office and internal/external stakeholders for administrative related issues</li> <li>• Prepare, review, and distribute documents, reports, and presentations for executive meetings, ensuring that all relevant information is accessible to everyone involved.</li> <li>• Handle sensitive and confidential information with the utmost discretion, maintaining a high level of professionalism in all interactions.</li> <li>• Manage and prioritise incoming MD and GM communications, including emails, phone calls, and mail.</li> <li>• Support GM and MD in attendance at meetings with high-level external stakeholders to ensure accurate recording of actions, follow-up on action items, and provide any necessary support to ensure successful meeting outcomes.</li> <li>• Assist the MD and GM with special projects and initiatives, coordinating cross-departmental efforts, tracking progress, and ensuring timely completion.</li> <li>• Build and maintain positive relationships with colleagues, clients, and stakeholders, representing the executive office in a professional manner.</li> </ul>
<b>Board Meeting and Executive Meeting Preparation &amp; Minute-Taking</b>	<ul style="list-style-type: none"> <li>• Compile and organise materials for high-level meetings.</li> <li>• Follow-up to ensure that all documents promised for meeting are delivered on promised timeline</li> <li>• Ensure all documents are accurate, complete, and submitted on time.</li> <li>• Schedule high-level meetings and coordinate logistical details.</li> <li>• Attend board and executive meetings and accurately record minutes.</li> <li>• Prepare and distribute meeting minutes to relevant stakeholders.</li> </ul>
<b>Company Organisation &amp; Communications</b>	<ul style="list-style-type: none"> <li>• Maintain a company calendar, including regular meetings (Board, senior leadership, stand-ups, etc.) and ad-hoc events.</li> <li>• Assist with the development and implementation of company policies, systems, and processes.</li> </ul>
<b>Company Databases</b>	<ul style="list-style-type: none"> <li>• Maintain Company registers including but not limited to:- asset register, insurance register, risk register, contracts register, recurring payments register, share register, employees register, company policy register, executive documents register.</li> </ul>
<b>Support for Staff</b>	<ul style="list-style-type: none"> <li>• Coordinate meetings, including calendar invites, room bookings, minute-taking as required, video conferencing facilities</li> <li>• Prepare company correspondence.</li> <li>• Review, edit, and format documents and presentations, as requested.</li> <li>• Provide executive assistant support to executive staff as required.</li> </ul>

<b>Technical Skills and Proficiency:</b>	<ul style="list-style-type: none"> <li>• Demonstrated expertise in minute taking during technical and high-level meetings with technical staff, ensuring accurate recording of discussions and actions.</li> <li>• Understanding of technical terminology and concepts to facilitate effective communication with technical staff.</li> <li>• Utilise advanced software and tools for document creation and presentation preparation, including a high proficiency level in Microsoft Office Suite applications.</li> <li>• Assist with troubleshooting IT and teleconference technical issues and liaise with IT support to ensure seamless operation of executive office equipment and systems.</li> </ul>
<b>Confidentiality and Discretion:</b>	<ul style="list-style-type: none"> <li>• Handle sensitive information with the highest level of confidentiality and discretion.</li> <li>• Ensure compliance with company policies and procedures within the executive office.</li> <li>• Ensure compliance with legal and regulatory requirements.</li> </ul>

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

## Selection Criteria

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, and a proven ability to maintain effective working relationships with a range of stakeholders</li> <li>• High degree of professionalism and integrity</li> <li>• Flexible, adaptable and collaborative</li> <li>• Hard-working and motivated</li> <li>• Ability to organise and prioritise tasks</li> <li>• Attention to detail</li> <li>• Willingness to go the “extra mile” to ensure that the company is known for being effective, efficient and productive as well as a great partner</li> <li>• Strong problem-solving skills and the ability to think critically.</li> <li>• Capable of maintaining an extensive database of critical company knowledge</li> </ul>
<b>Requirements</b>	A proven track record of five years or more experience in a similar role.
<b>Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Strong organisational and time-management skills.</li> <li>• Excellent communication and interpersonal abilities.</li> <li>• Ability to handle confidential information with discretion.</li> <li>• Advanced computer literacy, including Microsoft Office products.</li> <li>• Experience in a start-up environment is desirable.</li> <li>• Demonstrated expertise in minute taking during technical and high-level meetings, with exceptional attention to detail and accuracy.</li> <li>• Proven ability to understand and communicate effectively with technical staff.</li> <li>• Proven ability to handle multiple projects and tasks simultaneously, maintaining high performance and quality standards.</li> <li>• Proactive problem-solving abilities, with a keen sense of initiative and resourcefulness.</li> </ul>
<b>Knowledge Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of the defence and/or space sector desirable</li> </ul>
<b>Additional Skills:</b>	<ul style="list-style-type: none"> <li>• Experience in managing and maintaining electronic filing systems.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to work independently with minimal supervision and as part of a team.</li><li>• Flexibility and adaptability to changing priorities and situations.</li><li>• Excellent planning and coordination skills, with the ability to anticipate needs and proactively address them.</li><li>• Strong commitment to confidentiality and ethical conduct in handling sensitive information.</li><li>• High level of professionalism, integrity, and reliability.</li></ul>
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