

Queensland Airports Limited Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

Position Title: Executive Assistant

Location: Gold Coast

Department: Administration

Reports to: Chief Financial Officer, Chief Commercial Officer

Reporting to this position: Nil

Position Purpose

Provide professional and comprehensive administrative support to the Chief Financial Officer (CFO) and the Chief Commercial Officer (CCO).

Job Role Requirements

Objective 1: Administration and Secretarial

- Provide high level administrative and secretarial support to the CFO, CCO and other members of the QAL Leadership team as required.
- Assist with the compilation and timely distribution of QAL Board and Committee papers ensuring quality control standards and pre-determined timeframes are met
- Organisation of QAL board and committee meetings, stakeholder events, visits from external stakeholders etc.
- Assist with the preparation of monthly reports, presentations, correspondence, submissions, etc.
- Diary and meeting management, telephone calls and management of correspondence
- Co-ordinate documents for signature
- Domestic and international travel
- SharePoint filing
- Adhoc research and projects
- Other administration duties as requested

Objective 2: Finance

- Purchase Orders
- Monthly credit card reconciliations
- Expense reconciliations
- Assist with the preparation of budgets
- QAL Group Travel including quarterly and annual reviews and reconciliation of monthly account in coordination with Finance Department

Objective 3: Project Participation / Innovation / Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site

Objective 4: Workplace Health and Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards
- We add value and deliver quality
- We embrace change and deliver outcomes

Key Stakeholders

Internal: Employees and management at all levels

External: Contractors, Consultants, Stakeholders and the Community

Key Capabilities Required to Perform Role

Professional Experience:

- Experience in a similar Executive Assistant role (min. 3 years)
- Experience in providing administrative support to a Executive or Senior Leaders
- Experience in preparing committee papers

Specific Job Knowledge, Skills and Abilities:

- Software experience with various office computer packages e.g. explorer, word, excel, PowerPoint etc.
- Experience with SharePoint would be highly desirable

- Experience with Diligent Board Books would be highly desirable
- Experience in preparing reports, letters, presentations, correspondence
- Experience in organising functions and meetings
- Experience in dealing with highly confidential information
- Accurate typing (speed 60 wpm with 95% accuracy)
- Strong organisational, time, task and priority management skills
- Strong internal and external customer service skills
- Strong problem solving and decision making skills

Certificates:

- Diploma of Business Administration (desirable)

Physical Demands:

- Must be able to perform required physical and psychological demands of the role.

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I assert that there are no limitations on my ability to fully perform the position for the company. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature