



Town of Claremont Information Pack

Position	Executive Assistant to the Chief Executive Officer
Closing Date	4 February 2021
Salary	\$71,295 - \$81,540* per annum plus 10.5% superannuation. Fulltime role, eligible for a monthly rostered day off.
Queries	Jill Sargeant – Manager Human Resources

The Town of Claremont is a small boutique local government located in the picturesque western suburbs of Perth with vibrant shopping precincts in Claremont and Swanbourne.

The Town is looking for a vibrant and experienced individual to assist our CEO and the Mayor. The successful candidate will have worked in a busy environment as an EA for a CEO (or equivalent) and will understand the importance of maintaining sensitive and confidential information. All candidates must have excellent time management skills, be organised, reliable and be able to represent the Town positively at all times. They must be an excellent communicator who shows initiative and is able to anticipate the needs of the CEO.

Key responsibilities of the position include:

- Management of the CEO and Mayor's diary.
- Preparation of routine correspondence in draft form.
- Preparing agendas, minutes and papers for executive team meetings.
- Event management including citizenship ceremonies and internal functions.
- Preparation of newsletters and power point presentations. You must be highly proficient in Microsoft Office applications including Word, Excel and Power Point and have comprehensive word processing skills. Ability use to Mailchimp and Survey Monkey is an advantage.
- Purchasing responsibilities including raising purchase orders and management of expense reimbursement.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and with a disability to apply.

Previous applications and applicants who have no experience as an EA need not apply.

The Town reserves the right to interview and appoint prior to the closing date.

*Classification and salary offered are dependant on experience

Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application.

Applications must reach the Town of Claremont no later than 5.00pm on the closing date.

The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au.

Alternatively, applications may be mailed to:

Attention:

CONFIDENTIAL

Chief Executive Officer

Town of Claremont

PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.

Benefits of working at the Town of Claremont

Remuneration & Conditions

- competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



Training & Development

- training courses;
- opportunities to attend work-related conferences and seminars;
- study assistance options including reimbursement of approved course fees (conditions apply);
- opportunities to act in higher grade roles;
- opportunities to participate in project teams and committees.

