

TOWN of CLAREMONT Information Pack



Position **Executive Assistant to the Chief Executive Officer**

Salary **\$98,594 plus 15.5% superannuation, eligible for RDO.**

The Town has a rare and exciting opportunity for a qualified and personable Executive Assistant who thrives in a dynamic environment. This position is ideal for someone who is highly organised, proactive and possesses exceptional communication skills, with the ability to anticipate the needs of both the CEO and the Mayor.

Key responsibilities of the position include:

- Management of the CEO and Mayor's schedules and correspondence.
- Providing high level administrative support to the CEO and Mayor.
- Liaising with internal and external stakeholders to support effective communication and collaboration across the organisation.
- Coordinating and preparing agendas, minutes, and documents for executive team meetings.
- Coordinating events including citizenship ceremonies and internal functions.
- Drafting, reviewing and formatting correspondence, reports newsletters and PowerPoint presentations.

The successful candidates will enjoy working with the community and as part of a team. The successful core values will mirror the Town's values of respect, integrity, quality communication, and excellent customer service.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was recently ranked Number 1 local government from a Community Scorecard, as voted by their community.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Applications close 2 August at 5:00 pm.

We welcome and encourage applications from people with lived experience of Aboriginal and Torres Strait Islander cultures, and those with a strong commitment to closing the gap. The Town of Claremont is an inclusive employer that values cultural diversity and supports professional growth for all. Please direct all enquiries to HR Team Member (9285 4300).

Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.



Completing your application

In order to be considered 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 is required and should demonstrate your suitability for the position.

Resume

Your 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 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 **TOC@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit 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.



TOWN of CLAREMONT Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- 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;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



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.

