

Executive Support Officer

The Health Services Union NSW/ACT/QLD is a strong, growing union that aims to use its collective power to build a fair and just society through improving conditions for our members in the health and aged care industry.

An opportunity exists for a full time Executive Support Officer to provide administrative and organisational support, primarily to executive management personnel and secondarily to the wider Health Services Union team.

The role will be varied but will include:

- Provide high level administrative support to the Executive Assistant and members of the HSU executive management team.
- Hosting of officials, delegates, staff and guests meeting arrangements including room bookings, catering and IT requirements
- Travel arrangements for Council members made in accordance with HSU policies and procedures
- Maintain the HSU web/teleconferencing facilities (cost centres and users)
- Assist with document sharing, filing, electronic and historical
- Reporting assistance including the travel portal monthly reconciliations
- Filing minutes electronically and hard copies
- Training of staff on the internal travel arranger portal
- Administration support to Divisional Managers and Organisers when required
- Respond to enquiries and requests from other HSU offices within Australia
- Respond to enquiries from HSU union members and the general public
- Develop systems to ensure the effective management of information and data for the executive division and ensure that these are easily accessible and up to date

To be successful in this role, you will have at least 2 years of solid, practical administrative support to executive or senior management.

If interested, please forward your resume in **Word** format to : hr@hsu.asn.au

For further information please contact Jodi Fisher 1300 478 679 or by email : Jodi.Fisher@hsu.asn.au
Applications close: COB Friday 14 June, 2019

Please note that due to the expected volume of responses; only short-listed candidates will be contacted in relation to their applications.

ONLY APPLICANTS WITH THE RIGHT TO WORK IN AUSTRALIA WILL BE CONSIDERED FOR THIS ROLE