

## Employment Opportunity

One of two exciting employment opportunities in the business services area of Energy Networks Australia

### Secretariat Officer & Executive Assistant

**Salary range \$75,000 to \$85,000 (including superannuation) plus bonus**

Australia's energy sector is undergoing unprecedented change and this role is an opportunity to be an integral part of the transformation.

Energy Networks Australia is the peak national body representing all electricity transmission and electricity and gas distribution businesses throughout Australia.

Reporting to the Company Secretary / Business Services Manager, the Secretariat Officer is responsible for administrative support to the Secretariat and the Chief Executive Officer.

The position is based in Melbourne.

For further information about Energy Networks Australia, see our website at <http://www.energynetworks.com.au>

#### Key Areas of Responsibility:

- » Executive assistance to the CEO including diary management, travel arrangements and coordinating meetings;
- » Provide support for the Board and Committees, including arrange meetings, coordinate agenda, papers and circulation;
- » Assist with the preparation of contracts and maintain the contract register; and
- » Assist with the compilation of report and office management.

#### Selection Criteria

1. Executive support with diary management;
2. Effective communication and interpersonal skills with the ability to engage with people at all levels of an organisation;
3. Strong attention to detail and high level of organisational skills;
4. Ability to work independently and as part of a team; and
5. High level of computer literacy; proficient in the Microsoft office suite.

## Applications

All applications to be submitted directly to **Joan Morrell** at [info@energynetworks.com.au](mailto:info@energynetworks.com.au) no later than **5pm, Thursday, 5 December 2019**

Please note, applications must include a copy of your CV and address the selection criteria. Applications that do not address the selection criteria will not be considered.

Further enquiries can be made by contacting [info@energynetworks.com.au](mailto:info@energynetworks.com.au)