

## **OUTDOOR MEDIA ASSOCIATION**

**POSITION:** Executive Assistant to CEO  
**LOCATION:** Suite 504, 80 William Street, East Sydney  
**WORK TYPE:** Full Time: 5 days  
**DATE:** ASAP

### **OVERVIEW**

The Executive Assistant is responsible for reporting to the CEO, offering a high level administrative support. The key responsibilities are to manage the day-to-day for the CEO, and some additional administrative support to the General Manager is also required.

The OMA and MOVE are active and busy enterprises focusing on business-to-business communication. As national organisations, team members travel interstate to deliver a variety of programs to members, as well as meet with advertising clients and other stakeholders, particularly government representatives.

### **THE CORE OF FUNCTIONS OF THE ROLE**

- To provide the CEO with high level administrative support
- To manage communications with the OMA's external accounting service
- To ensure that the office runs smoothly so the wider team has the tools and resources required to perform their duties.

### **THE DETAIL OF THE ROLE**

#### **Administrative**

- Management of the CEO's diary to ensure adequate time is allocated for meetings (internal and external), 'desk days', and strategic thinking
- Conserve CEO's time by reading, researching, and directing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Managing the compilation and distribution of the quarterly Board papers
- Booking travel and accommodation for the CEO and other staff members
- Management of the OMA's insurances
- Strengthen the membership base of the OMA by providing quality member services to existing members, and responding to new membership enquiries
- Assist in the development and preparation of visual and written presentations for meetings and events

- Minute taking at meetings
- Ensure the integrity of the OMA and MOVE brands are upheld with direct reference to the brand style guide
- Actively comply with and promote the OMA Code of Ethics and safe work practices.

## **Financial**

- Liaising with OMA's accounting service to produce monthly and quarterly financial reports, along with administrative support for the OMA's accounts which includes, but is not limited to, ensuring that all legal reporting obligations are met; senior staff review and update the monthly and quarterly reports, and budget forecasts are updated and accurate; uploading and coding of receivable and payable invoices
- Manage and oversee the administrative budget.

## **THE PERSON WE ARE LOOKING FOR**

This role would suit a well-organised person who likes working in a busy and energetic team and enjoys the challenge of multitasking. A spirited communicator, you must have a sense of humour and be energised by working in a fast-paced environment with a small team of smart people who are constantly working on new ideas. We are big hearted and care about our Members, our community, and the work we produce. Our team is diverse and quirky. Our motto is "Spirited and Smart with Humour and Heart" – which we try to live up to.

### **In a nutshell:**

- A love of people and the ability to communicate well, both spoken and written, is essential – a sense of humour is a plus
- Noticing the small things and attention to detail will win you friends
- Strong Microsoft Office skills (Word, Powerpoint, Excel) – you won't survive here without good skills in the use of these software packages
- Demonstrated experience in providing high quality secretarial and administrative support at a senior level would make you a star.

### **And there is more:**

- Demonstrated high level initiative and strong organisational skills, with attention to detail and the ability to identify improvements, determine priorities, multi-task and effectively and efficiently meet strict time lines
- A working knowledge of small business financial requirements
- Proven ability to draft timely and accurate correspondence, minutes and compile reports
- Demonstrated capacity to work with minimal supervision
- Ability to maintain a high level of confidentiality and discretion
- An understanding and commitment to Equal Employment Opportunity, OH&S Policies and other relevant HR and ethical practices' requirements
- Knowledge of the Outdoor industry or media industry and workings of industry trade associations and membership structures.

## **PERFORMANCE MEASUREMENT**

Performance in the role will be reviewed on an annual basis against agreed key result areas.