

## Executive Assistant

- Support the CEO and CFO in a Christian professional services organisation
- Full time in CBD
- Diverse role

### About us

Sydney Diocesan Services (SDS) is committed to *enhancing the capacity for mission* of the churches and organisations it serves across the Anglican Diocese of Sydney. We seek to do this through the provision of a range of professional services. We have recently refreshed our Vision and our Values and are embarking on an exciting strategic direction.

### About the role

You will work closely with the CEO and support the CFO as they lead the diverse team of professionals at SDS. You will be a point of contact for staff and external stakeholders, provide personal support to the CEO and CFO and overflow support to the surrounding team, as well as manage the office services function effectively.

You will be responsible for all general Executive assistant duties including:

- Diary management and scheduling
- Preparing Board, reports general reports, presentations and communications
- Document management
- Managing expenses and general administration for the wider team
- Managing the provision of reception, meeting rooms and catering
- Managing the Office services staff

### About You

You will have at least five years of experience gained at a senior level working with an Executive, and would like a role in an organisation with a clear Christian purpose. You will be flexible, have strong interpersonal skills and can relate well to different stakeholders. Ideally you will have experience as a supervisor or managing a small team.

You will have impeccable discretion, an exceptional eye for detail, excellent communication skills and a proactive attitude. Your Microsoft office skills will be advanced with strong word processing skills and dictaphone experience. This role is varied so would suit someone with excellent prioritisation skills who can manage competing priorities across a broad range of administrative duties.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment, ideally as a member of a church aligned to the mission and values of the Anglican Church in Sydney.

- Apply now with a covering letter and resume to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au).
- Please call **Rebecca Addario, Manager Human Resources** on 9265 1559 for a position description or with enquiries.



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