



POSITIONS VACANT

Executive Assistant to CEO (and Mayor)

Attractive Salary Package (to be negotiated with the successful candidate)

*An exciting opportunity has arisen for a suitably experienced **Executive Assistant** to join the West Daly Regional Council (Council).*

The Council supports communities in the West Daly Region (Wadeye, Peppimenarti, Nganmarriyanga and Homelands) to develop the Region; Service our Residents; Engage our Communities; Strengthen our Organisation and create opportunities for Local Employment.

Located just a few minutes from Darwin city, the **Executive Assistant** will play a pivotal role in supporting our recently appointed Chief Executive Officer (CEO) and the Mayor. This is a fabulous time for an experienced **Executive Assistant** to join Council and be part of a cultural journey providing services to the West Daly Communities.

The Executive Assistant will:

- play a key role in ensuring our CEO is well supported to be organised, efficient and effective in his calendar appointments and commitments;
- have an eye for detail, excellent time management and organisational skills;
- will support the CEO's pipeline development with key networking and stakeholder engagement;
- display exceptional organisational, interpersonal and communication skills;
- demonstrate the ability to maintain strict confidence in dealings with sensitive and confidential information;
- deliver the full range of executive support and high-level administration services;
- provide administrative and support services to the Mayor, elected members and the Executive team as required (and when time permits).

If you are passionate about making a difference in local community and suitably experienced we would love to hear from you.

Interested to know more or would like to access the Position Description? Please reach out to Belinda Beltz, People & Culture Specialist on 0409 002 654 or email info@westdaly.nt.gov.au.

If you would like to be considered for this role, please submit a current Resume and covering letter to info@westdaly.nt.gov.au by close of business Wednesday 21 April 2021.