



# EXECUTIVE ASSISTANT

SYDNEY CBD

Odgers Berndtson is one of the top six executive search firms globally. Our aim is provide exceptional service to our clients and candidates, supporting organisations in making outstanding appointments for senior level roles. We have offices in Sydney, Melbourne and Brisbane and continue to expand our Australian presence. In January our Sydney office will move to the CBD near Circular Quay.

We are looking for a new Executive Assistant to join our successful Education Practice and support two of our Partners in working with clients in universities, schools and health. You will be an integral member of the team. The role is dynamic and offers the opportunity to work on searches from start to finish, as well as supporting the broader development of the Practice.

The primary focus will be on providing support to:

- The two Partners in terms of administration such as diary management, travel and expenses; assisting in the preparation of proposals and documents; and capturing related information in our database.
- The searches the Partners are undertaking by preparing timelines; assisting with materials that are sent to clients and candidates; coordinating advertising media costs and making bookings; liaising with candidates and clients on the organisation of interviews and meetings.
- The Practice in areas such as business development activities and events; liaison with national and international colleagues; and maintaining shared resources and databases.
- What would success look like? You will work collaboratively with the Partners and other members of the administrative team to deliver a high level of service to our clients and candidates. You would have built relationships of trust with the various people you engage with inside and outside the firm. You would be proactive and think ahead to ensure we are responsive, that our deadlines are met comfortably and our processes run smoothly. Quality would be assured.

You will be able to juggle competing priorities and manage time effectively, bringing common sense, integrity and initiative. Strong verbal and written communication skills are essential, along with the ability to edit and proof documents. You will be proficient in the MS Office suite including Outlook, Word, Powerpoint and Excel. Previous experience in a professional services environment would be well regarded.

Please email your current Resume to [Katrina.woods@odgersberntson.com](mailto:Katrina.woods@odgersberntson.com)