Executive Assistant to two Consultants - maternity leave 12 month contract

TO A FOUNDING MD AND GLOBAL HEAD OF THE EDUCATION PRACTICES: IN SYDNEY AND A CONSULTANT FOCUSING ON HEALTH AND EDUCATION: IN BRISBANE

- Successful and growing global business
- Key role working with senior national and international clients and candidates
- Based in the Sydney CBD near Circular Quay

Odgers Berndtson is looking for an experienced (at least 10 year) Executive Assistant to support two very busy Partners working with C-Suite clients in Education and the Public and Private sectors.

WHAT YOU WILL BE DOING

- Project management of anywhere between five and 10 searches at any one time
- High level client engagement
- Extensive work with other Odgers senior partners in nine countries
- Co-ordination of an annual global conference overseas
- Sensitive and extensive co-ordination of candidate interviews, travel and client briefings
- Preparing search material in conjunction with clients
- Preparation of proposals and reports, costing and booking media, and organising logistics
- Liaising with candidates and clients on all logistics around interviews and meetings
- Complex diary management, handling expenses, and some financial analysis
- Sector research
- Capturing information in our database

The role requires forward planning and the utmost discretion.

Project management and administrative skills and the use of Word, Excel and Powerpoint will need to be at a high level of proficiency.

The ability to anticipate the needs of the Partners during the 'end to end' search process and to engage with senior people around the world is critical for success.

WHO WE ARE

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 senior level appointments. With offices in Sydney, Melbourne and Brisbane we continue to expand our Australian presence.

WHAT YOU BRING

To thrive in this environment you will

- Enjoy working collaboratively in teams that work to high standards
- Build relationships of trust with people, being proactive and thinking ahead
- Be able to juggle competing priorities and manage time effectively, bringing common sense, integrity and initiative
- Have strong verbal and written communication skills, along with the ability to edit, proof and present documents impeccably
- Be confident in using the MS Office suite (including Outlook, Word, PowerPoint and Excel) as well as using databases.

ANTICIPATED COMMENCEMENT

Early May 2019

TO APPLY

To submit your application, please send your CV and covering letter to:

Ashley Bower
Email: OBEAContract@OdgersBerndtson.com

Your application will be treated in the strictest of confidence.

Please note, only successful candidates will be contacted.

ODGERS BERNDTSON