



Executive Assistant to two Partners

- Successful and growing global business
- Key role in team working with clients in health and education
- Based in Sydney CBD near Circular Quay

Odgers Berndtson is looking for an experienced and enthusiastic Executive Assistant to support two busy Partners working with our clients in Education and Health. You will be an integral member of the team, ensuring we deliver exceptional and high quality service to our clients.

WHAT YOU WILL BE DOING

The main focus will be on providing support to the two Partners by:

- Liaising with candidates and clients on the organisation of interviews and meetings
- Project support on searches including preparing proposals and reports, costing and booking media, liaising with national and international colleagues, and organising logistics
- Diary management, handling expenses, capturing information in our database as needed and organising travel.

The role is dynamic and offers the opportunity to work on projects from start to finish, as well as supporting the broader development of the Practice.

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 appointments for senior level roles. We have offices in Sydney, Melbourne and Brisbane and continue to expand our Australian presence. As a dynamic and energetic business, we offer our team lots of opportunities for personal growth.

WHAT WE LOOK FOR

We are looking for someone who cares passionately about working to the highest standards, proactively seeks out opportunities to improve the service we offer, wants to make a major contribution to the team and is committed to making a difference for our clients in the education and health sectors.

WHAT YOU BRING

To thrive in this environment you will

- Enjoy working collaboratively in a team that works 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.

TO APPLY

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

Katrina Woods
Email: katrina.woods@OdgersBerndtson.com

Your application will be treated in the strictest of confidence.