



Executive Assistant to Director, Organising and Professional Services And Executive Assistant to Director, Campaigning and Communications

- **Two x Permanent Full-time positions available**
- **Proud not-for-profit, values-based union located in West End**
- **Competitive remuneration of \$73,452.76 + 15% superannuation with excellent employee benefits**

Summary: Exciting opportunity for experienced and dynamic administrative professionals to make a difference in the lives of nurses and midwives.

About the QNMU

The Queensland Nurses and Midwives' Union (QNMU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNMU seeks to promote and defend the industrial, professional, social, political, and democratic interests of over 67,000 members. We have over 190 employees including organisers, professionals, and administrative personnel, and manage a multi-million-dollar operating budget.

About the Role

We are currently seeking two experienced administrative professionals, referred to internally as Secretary to Director, Organising and Professional Services and Secretary to Director, Campaigning and Communications on a permanent full-time basis located in our Brisbane office.

In these key roles, you will be responsible for providing high level administrative and project management support to the relevant Director to ensure the functional team can operate efficiently and effectively.

Key responsibilities include, but are not limited to:-

- Being the primary point of contact for all internal and external stakeholders on all matters pertaining to the Director;
- Diary management, scheduling of meetings, preparing agendas, planning assistance and minute taking;
- Supervising, coordinating the workflow, checking progress, resolving operational problems, monitoring the quality of the work produced by other administrative team members and providing support to other administrative team members across the team as required;
- Development and administration of ad hoc surveys using various online survey tools;
- Scoping, planning, overseeing, coordinating and reporting on team-based projects;
- Performing accurate word processing, data entry, formatting, designing documents and generating reports;
- Undertaking support activities to contribute to professional and policy work undertaken by the team;
- Providing administrative assistance for online meetings via Zoom, Microsoft Teams and other online meeting tools including managing breakout rooms and chat functions;

- Supporting the delivery of a range of communication processes and technologies **(Campaigning and Communications role only)**;
- Maintaining accurate files through the records management system;
- Contributing to the planning, group performance and financial management of the team;
- And much more!

About You

Working as part of a busy team, you will possess a professional demeanour with a strong work ethic and the demonstrated ability to multitask, work under pressure, meet deadlines and problem solve. Consistently displaying a collaborative and team-focused approach to your work, you will have the demonstrated ability to handle sensitive information and maintain confidentiality.

To be successful in this role you will possess:

Essential

- Previous experience in a similar role;
- Demonstrated experience coordinating and monitoring workflows and projects;
- Demonstrated experience generating meaningful reports;
- Demonstrated advanced specialist administration knowledge including diary management and minute taking;
- Demonstrated knowledge coupled with practical experience in using electronic document and Records Management Systems;
- Intermediate to advanced skills in Office 365 suite (Word, Excel, PowerPoint & Outlook);
- Experience in developing, administering, and analysing surveys using online survey tools;
- Experience in using online platforms such as Zoom and Microsoft Teams;
- Experience in, or ability to, support the delivery of a range of mass communication processes and technologies **(Campaigning and Communications role only)**;
- Demonstrated ability to proactively establish priorities, use initiative and sound judgment to manage complex, confidential and sensitive activities;
- Well-developed written and verbal communication skills with strong attention to detail;
- Strong interpersonal and influencing skills with the ability to build and maintain relationships across the organisation;
- Experience and flexibility in providing support and assistance to other administrative staff within a team;
- A demonstrated commitment to QNMU's values, purpose and trade unionism in general coupled with a demonstrated commitment to contributing to workplace culture.

Highly desirable

- Advanced TAFE qualifications (highly desirable);
- Experience in project management or ability to gain skills in this area.

What we Offer

You will be joining a values driven union which *advocates for nurses and midwives and for those in their care*, offers challenging opportunities and a supportive team environment in addition to a variety of benefits, including:-

- Attractive remuneration package including salary sacrifice options;
- Health and Wellness initiatives including vaccinations;
- Access to a free, confidential counselling service through our EAP provider;
- Rostered Days Off; and
- Generous leave entitlements.

How to Apply

To apply, please click 'Apply for this job' below and submit your resume and cover letter addressed to Emma Baird, Recruitment Officer to er@qnmu.org.au. Applications should clearly address how you demonstrate the skills and experience to meet the requirements outlined in the "About You" section above.

If you have any questions, please either send an email to er@qnmu.org.au or refer to our QNMU jobs page at the following link: - www.qnmu.org.au/QNMUJobs

Applicants must be Australian citizens or permanent residents.

Further information

If you would like to discuss this opportunity with a QNMU team member, please contact Emma Baird, ER Advisor on 3099 3211.

For further information about the QNMU, head to our website www.qnmu.org.au

"The QNMU is an Equal Opportunity Employer and encourages women, people of Aboriginal or Torres Strait Island descent, people with a disability and people from non-English speaking backgrounds to be part of an organisation that promotes a diverse and safe workplace environment". Selection for all vacancies is made based on merit".

Applications close 4pm, Tuesday, 31st August 2021