

KARRATHA is CALLING

Executive Assistant to Director - Development Services

Base Salary: ranges from \$99,156 to \$105,103 plus 13% superannuation

Are you a highly organised, proactive professional who thrives in a fast-paced environment? We are looking for an Executive Assistant to the Director Development Services to provide high-level executive and administrative support while leading a small administration team. This is a pivotal role that helps drive operational efficiency, quality customer service, effective workload management, and continuous improvement across the Directorate.

It's an exciting time to join the City. As we bring the Council Plan 2025–2035 to life, we are growing and reshaping our organisation to better deliver on the priorities that matter most to our community.

What you'll be doing:

- Provide proactive executive support to the Director, including diary management, correspondence, workflow coordination and stakeholder engagement.
- Lead and support the Development Services Administration team, ensuring workloads are effectively managed and customer service standards are maintained.
- Coordinate meetings, reports, projects and Directorate activities while maintaining accurate records and administrative systems.
- Drive continuous improvement initiatives and oversee key administrative processes, reporting requirements and financial administration activities.

What we're looking for:

- Demonstrated experience providing executive support to a senior manager or executive within a large and complex organisation.
- Proven leadership experience, with the ability to supervise, mentor and coordinate a small administrative team.
- Strong organisational, communication and stakeholder engagement skills, with the ability to manage competing priorities and maintain confidentiality.
- Advanced Microsoft Office 365 skills and experience preparing executive-level documents, reports and presentations; Local Government experience is desirable.

Why Join us?

- 6 weeks annual leave and 13% superannuation
- Allowances up to \$26,188 available for employees residing in Karratha
- Free Karratha Leisureplex or Wickham Recreation Precinct membership, and a salary sacrificing option (up to \$500 per annum) for specific programs or family members
- Up to \$3,000 per year for approved study assistance
- Employee Assistance Program (EAP) for confidential wellbeing support

Come for a career and stay for a lifestyle!