



CLIENT LIAISON / ADMINISTRATIVE ASSISTANT

Are you ready to take the next step into a Client Liaison and administration role?

The Executive Hub operates executive roundtables, corporate events, leadership development programs and advisory services for CEOs and business leaders. Our team is growing, and the opportunity has arisen for a highly motivated, organised and professional Administrative Assistant to join us. This will be an exciting role with a high performing team that will enable you to learn and grow.

One of our core values is empowering our team members to deliver an exceptional service. As part of this role, you will be responsible for: -

- Maintaining client records
- Preparation of preliminary presentations
- Scheduling action items in team members task lists
- Recording and distributing minutes and meeting notes
- Attendees' check in and photography at larger events
- Scheduling meetings for business advisors where appropriate
- Sending information packs to potential clients and follow up to ensure they have received them
- Programming and scheduling of forums or meetings each month and ensuring rooms are booked
- External marketing including phone follow ups/ emails/ social media/ communication of information
- New member onboarding including ordering of welcome packs for each roundtable participant
- Ensuring speakers for any meeting have a copy of protocols they should adhere to
- Occasional attendance at Executive Roundtable forums and meetings
- Follow up of Roundtable participants prior to meetings to ensure attendance
- Scheduling speakers for each meeting

The successful applicant will be able to demonstrate the following characteristics:

- Experience in a client liaison / administrative role
- Excellent written skills
- Effective and engaging phone manner
- Embraces technology - able to embrace change and applications that enhance our service
- Ability to grow with the role with a positive "can do" attitude

We offer a competitive salary and other employee benefits. We are also committed to your ongoing learning and professional development and will support you in your studies.

If this sounds like you, please send your CV to laura@theexecutivehub.com.au