

ROLE PROFILE

Job Title	EA & Office Manager
Business Unit	WG&S Australia
Function/Region	Administration
Location	Australia
Leader	Managing Director, Australia & New Zealand
People Leadership	None
Job Level	5
Role Purpose To provide executive level secretarial & administrative support to the Managing Director ANZ and the WG&SA Senior Leadership Team. Be responsible for the efficient administration of the Australian Head Office including presentation, coordination & budget.	
Accountabilities <ul style="list-style-type: none"> • Provide professional, discreet, secretarial and administrative support to the MD ANZ and the SLT. This will include minute taking, general administrative work, diary management for MD & general diary coordination for SLT. • Arrange internal/external events, meetings and conferences including organising all aspects of an event venue selection including hotel, meeting room, catering requirements and all logistics to deliver outstanding meetings and events experiences on behalf of the ODC BU. • Responsible for the efficient and effective running, presentation and coordination of the WG&SA Head Office including office budget. This will include ensuring the office environment is a safe workplace as per OH&S standards and truly represents the premium and professional nature of the WG&S company and brand portfolio • Coordinates and supports the travel, visa and accommodation requests/requirements for international visitors (WG&S and others) • Forms strong and productive relationships with external agencies and key stakeholders that support and supply the WG&SA business. • Maintains, updates and strives to continuously improve databases, e- systems, administrative procedures and internal/external communications so as to improve efficiency of operations and ensure that information can be easily accessed, stored and secured as required. • In coordination with Global & Regional HR function, supports the MD ANZ to ensure all People Leave entitlements are always as per policy and accurate at all times. • Conducting payroll transactions in an efficient, accurate & timely manner. Maintaining and updating payroll information and resolving any discrepancies. Ensuring compliance at all times. • Responsible for developing, leading and executing the internal communications program both within the ANZ business and through the WG&S global network. 	

Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Coping with Pressure & Setbacks

- Works productively in a high pressure environment;
- Keeps emotions under control during difficult situations;
- Balances the demands of work and personal life;
- Maintains a positive outlook at work;
- Handles criticism well and learns from it

Deciding and Initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works under own direction
- Initiates and generates activity
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Planning & Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Adapting & Responding to Change

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others

<ul style="list-style-type: none"> • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system. 		<ul style="list-style-type: none"> • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses
Skills and Qualifications: <u>Essential:</u> <ul style="list-style-type: none"> • Strong background in Executive Assistant level administration/co-ordination • Excellent interpersonal and communication skills and ability to build sound working relationships • Skilled in project /event management; organising and multitasking • Advanced Computer literacy (Excel, Word, PowerPoint) • Working with confidential information in an appropriate manner 		
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