



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Office Manager &amp; EA</b>
<b>Business Unit / Group Function</b>	ODC BU – WG&S Australia
<b>BU Team / Sub-Function</b>	Administration
<b>Location</b>	Australia
<b>Team Leader Role</b>	Managing Director, Australia & New Zealand
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>  To provide executive level secretarial & administrative support to the Managing Director ANZ and the WG&S Australia Senior Leadership Team. Be responsible for the efficient administration of the Australian Head Office including presentation, coordination & budget.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Provide professional, discreet, secretarial, and administrative support to the Managing Director ANZ and the Senior Leadership Team. This will include minute taking, general administrative work, diary management for Managing Director &amp; general diary coordination for Senior Leadership Team.</li><li>• 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.</li><li>• Responsible for the efficient and effective running, presentation and coordination of the WG&amp;SA Head Office including office budget. This will include ensuring the office environment is a safe workplace as per Occupational Health &amp; Standards and truly represents the premium and professional nature of the WG&amp;S company and brand portfolio.</li><li>• Coordinates and supports the travel, visa and accommodation requests/requirements for international visitors (WG&amp;S and others).</li><li>• Forms strong and productive relationships with external agencies and key stakeholders that support and supply the WG&amp;SA business.</li><li>• 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.</li><li>• In coordination with Global &amp; Regional HR function, supports the Managing Director ANZ to ensure all People Leave entitlements are always as per policy and accurate at all times.</li><li>• Conducting payroll transactions in an efficient, accurate &amp; timely manner. Maintaining and updating payroll information and resolving any discrepancies. Ensuring compliance at all times.</li><li>• Responsible for developing, leading and executing the internal communications program both within the ANZ business and through the WG&amp;S global network.</li></ul>	
<b>Created by:</b>	N/A
<b>Creation Date:</b>	25/03/2024



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<b>HRBP:</b>	N/A
<b>Date of last revision:</b>	