



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NM006
POSITION TITLE	Executive Assistant and Office Clerk
CLASSIFICATION	LE3
SECTION	Executive
REPORTS TO (TITLE)	Head of Post

About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

Under direction, the Executive Assistant and Office Clerk supports the Head of Post (HOP) including arranging appointments and travel, and organising events hosted by HOP. The position also undertakes general administrative duties including supporting the corporate team as required and is the HOP driver.

Key responsibilities of the position include but are not limited to:

- Organise HOP travel arrangements, programs and logistics in liaison with the responsible policy officer and provide effective management of administrative systems.
- Manage HOP representational activities and accounts in liaison with the relevant staff, including ordering and managing official representation inventory.
- Undertake event management for HOP, in close coordination with the policy team and Official Residence staff.
- Provide high-level support to the HOP, including managing a daily schedule as directed, managing correspondence and filing, escorting official visitors and providing comprehensive administrative support.
- Prepare a range of routine correspondence to a high standard, and assisting in managing incoming and outgoing correspondence, including some research tasks.
- Undertake driving duties for HOP.
- Manage the post's vehicle fleet including routine care and maintenance, coordinate repairs and ensure driving logbooks are maintained.
- Use databases and manage electronic data including expense reporting activities and assist with contacts management.
- Manage diplomatic and courier mail services including being the official stamp holder.
- Provide support for official visits.
- Participate in consulate reception duties.
- Support the crisis management activities of the consulate.
- Other tasks as required, including supporting the corporate team as needed.

Qualifications and Experience

Essential

- Very high-level written and oral communication skills in French and English.
- Computer literacy in Windows and Microsoft Office. Experience using data management systems is desirable.
- Previous experience in events management.
- High level organisational and liaison skills; a capacity to multitask and be proactive and flexible; ability to work well in a small team environment.
- Work-hour flexibility.
- Full driver's licence with an exemplary driving record

Desirable

- Existing knowledge of New Caledonia and the broader French Pacific.