



## POSITION DESCRIPTION

**TITLE :** EXECUTIVE ASSISTANT

**LOCATION :** Bendat Basketball Centre, Floreat, WA.

**REPORTS TO :** Chief Operating Officer

### **Purpose of the Role** (Why does this role exist, what is it designed to achieve?)

The Executive Assistant will work closely with the CEO and Executive Team in their day-to-day duties including:

- Managing high level and confidential administration for the CEO.
- Collate information, create presentations, liaise with clients and organise travel and accommodation bookings for all of staff.
- Provide support to the Finance Team where required including Accounts Payable and Accounts Receivable.
- Oversee reception, and switchboard. Manage trainee / reception role and provide coverage when this role is not in attendance.

Now is a great time to consider a career in one of Western Australia's biggest and fastest growing Sports.

Basketball WA has a vision to improve the lives of Western Australians through Basketball and it is an exciting time to be involved in a sport that continues to grow and have a positive impact in our community.

Our values help us to drive our performance by defining our culture.

Fun and Enjoyable

Agile and Innovative

Accessible and Inclusive

Well Governed and Accountable

Become the Best you can be

Basketball WA is seeking an Executive Assistant with exceptional organisational skills, the ability to work with databases and systems and who has a strong financial acumen. This is an exciting position with diversity in duties, and we are looking for a reliable and enthusiastic individual who works well within a team environment.

A close working relationship with the Basketball WA Executive team, stakeholders, internal staff, and Associations will be essential to the successful achievement of this position's objectives. Basketball WA are looking for a people person, who thrives on managing a diverse range of tasks and has a desire to assist Basketball WA in their vision to improve the lives of Western Australians through Basketball.

Basketball WA respects, welcomes and supports people from all communities and backgrounds and is placing a strong focus on creating a positive and inclusive environment for all individuals within our basketball community to work and succeed.

## **SPECIFIC TASKS / KEY AREAS OF RESPONSIBILITY**

- General administrative duties as requested by the Executive Team, including filing, developing purchase orders, scanning and responding to meeting requests.
- An Executive Assistant will be required to collate information, create presentations and work on Word or Excel documents.
- Managing complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation.
- Manage reception, which currently includes a trainee role who supports the Executive Assistant.
- Provide support to the COO on general office management.
- Liaising with clients and staff and organising travel and itineraries.
- Answering phones, screening calls and directing to the appropriate person or department.
- Taking notes, booking meeting rooms and ordering food/snacks as required for meetings.
- Assisting to maintain a tidy office space.
- Sending out mail and answering email requests promptly.
- Organising events such as workshops or conferences.
- Liaising with and providing support where required to the Board, Finance Risk and Audit Committee and Company Secretary.
- Managing merchandise including ordering and stock takes, determining stock mix and selling price.
- Management of staff in providing merchandise shop at events including staff rostering, timesheet management and stock oversight.
- Supporting BWA major events such as the annual Gala dinner, NBL1 finals and BWA planning day.

### *Miscellaneous*

- Other duties as directed by the BWA CEO from time to time.
- Special projects – This role could be involved in leading or providing support on BWA special projects.

## Knowledge, abilities and skills required (Competencies)

### Key Competencies

- *Personal* – Honest and reliable with a high degree of professionalism and judgement with the ability to maintain confidentiality. Meticulous in presentation of work with particular attention to detail. A solution orientated problem solver with a proactive approach and proven initiative. Demonstrates cultural sensitivity and adjusts personal style in response to stakeholder/member differences.
- *Administration* – High level administration skills and computer literacy in MS Office, Microsoft Word, PowerPoint and Excel.
- *Financial Acumen* – Ability to set and work within financial budgets and provide assistance with account payable and accounts receivable.
- *Commitment* – Willingness to work with volunteers, including at times, working irregular hours.
- *Motivation* - ability to work with limited supervision and to identify where obvious improvements can be made to processes.
- *Interpersonal Skills* – Excellent interpersonal skills resolving issues at the point of origin and facilitating efficient and productive relationships both internal and external to the organisation.
- *Communication Skills* – Demonstrated excellent written and verbal communication skills across a broad range of staff, Association personnel, community, national/international sporting/recreational industry bodies and volunteers. Able to effectively communicate at all levels to enhance the positioning of the organisation.
- *Project Management Skills* – Ability to prioritise tasks to meet daily, weekly, monthly and annual targets and organisational skills to arrange, develop and achieve outcomes within resource constraints.
- *Experience* – Previous experience as an executive assistant or office manager is preferred but not essential. Experience working within a member-based association, particularly of a sporting nature is desirable.

## Working Relationships (Internal and external interactions)

### **Internal**

CEO	<input checked="" type="checkbox"/>
Deputy CEO	<input checked="" type="checkbox"/>
COO	<input checked="" type="checkbox"/>
BWA Employees	<input checked="" type="checkbox"/>

### **External**

External Agencies	<input checked="" type="checkbox"/>
BWA Stakeholders	<input checked="" type="checkbox"/>
Basketball Australia	<input checked="" type="checkbox"/>
Other Basketball Associations	<input checked="" type="checkbox"/>
WAIS and Regional Academies of Sport	<input checked="" type="checkbox"/>