



Executive Assistant to CEO and CFO Opportunity in Sydney

This exciting, newly-created, position will provide varied executive and administrative support to the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) of an ASX-listed company that operates in the tertiary education sector.

We are looking for an experienced, professional, highly-organised and energetic person that enjoys working around people.

The position has been created to support the CEO and CFO with their expanding roles given ongoing growth in the business and is expected to provide fantastic job satisfaction through making a real impact on the business. This role is based in Sydney's CBD.

Key Responsibilities

- Providing efficient and varied executive and administration support to the CEO and CFO of an ASX-listed Company. This includes but is not limited to email management (including drafting and sending responses), diary management (including managing a corporate calendar), preparing meeting papers, reports and presentations
- Acting as a contact point and handling correspondence between the CEO, CFO and other members of the management team and Board
- Providing assistance with and management of projects
- Negotiating with, engaging and directing corporate vendors and contractors
- Organising (and as required attending) Board, subcommittee and management meetings, including preparation of agendas and papers, note taking and drafting of meeting minutes, and tracking and follow-up of action items, including booking meeting venues and catering as needed
- Management of corporate filing and maintenance of company registrations
- Coordinating travel arrangements
- Other related duties as required
- Strong written and verbal language skills

Personal skills

- Attention to detail
- Excellent organisational skills
- Professional discretion and ability to maintain confidentiality
- Ability to multi-task and prioritise tasks
- Positive and proactive
- Results orientated
- Ability to meet deadlines and work under pressure
- Highly proficient in Word, PowerPoint and other Office applications

Experience

- > 3 years' experience in an Executive Assistant position

About UCW

UCW Limited (UCW) owns and invests in tertiary education businesses, with a current focus on Health and Community Services fields of study. The Company's strategy is to foster and support growth in its existing businesses, through initiatives such as campus and course expansion, while concurrently pursuing additional acquisition opportunities. The Board includes directors with extensive experience in the education sector.

UCW currently has two wholly-owned subsidiaries: Australian Learning Group Pty Limited (ALG) - acquired 24 March 2016 - and Proteus Technologies Pty Ltd, trading as Ikon Institute of Australia (Ikon) - acquired 4 July 2018. Both businesses have been operating since 2005.

ALG is a vocational education and training (VET) provider, primarily focussed on the international student market. The business operates from campuses in Sydney, Melbourne, Brisbane and Perth.

Ikon is both a VET and a higher education (HE) provider, with a primary focus on higher education and the domestic student market. Ikon also has multiple campus locations across Australia, including in Adelaide, where its head office is based.

In addition to its wholly-owned subsidiaries, and outside of its current Health and Community Services focus, UCW owns 24.57% of the ordinary shares in Gradability Pty Ltd (Gradability) (acquired 11 July 2017), one of the leading providers of the Professional Year Program (PYP).