



## Executive Assistant Part-Time Permanent Position 6 Month Maternity Relief

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The Panthers Group has an exciting and rare opportunity for an experienced and pro-active Executive Assistant to join our team at Penrith Panthers but please note, this is not your ordinary EA role! It is a specialist role designed for a passionate, well organised and highly efficient individual. Within this role you will be faced with many challenges and will be responsible for ensuring our very busy Penrith General Manager is well prepared and exactly where he needs to be at all times.

You will be an integral member of our Penrith management team and will be tasked with ensuring accurate minutes are taken at all meetings and communicating action responses. Your main duties and responsibilities will include (but not limited to):

- Providing Executive and Administrative Support to the Penrith General Manager
- Managing the General Manager's Outlook Calendar and schedule efficiently
- Receiving enquiries for the GM's office and delegating as necessary
- Managing the Club Sub-Judiciary administration process
- Acting as Secretary to Penrith/St Marys Liquor Accord
- Acting as Secretary to the Board Club Grants Committee
- Providing administrative support to the Penrith Management Team as required
- Assisting with the organisation with staff functions and events
- Performing ad-hoc tasks as required of the General Manager or Senior Management

Required skills and attributes you must possess include:

- At least 5 years' experience as an EA or PA supporting an Executive Level Manager
- High levels of initiative and problem solving skills
- Advanced Microsoft Office skills
- Customer service orientated with the distinct ability to 'answer the phone with a smile'
- The ability to prioritise tasks and achieve tight deadlines
- A positive, can-do attitude and adaptive approach as this role requires you to be an office all-rounder
- Ability to take and produce minutes and action response lists within a short timeframe
- A valuable and approachable team player, who enjoys working alongside a hardworking, dynamic and passionate team.

This part-time, maternity relief role offers variety, a supportive and close-knit team and a comfortable and friendly working environment. You will be available to work approximately 32 hours per week; Tuesday to Friday however will need to be flexible to work to meet demands of the business. To be successful in this position you must have a passion for the Club industry and possess a welcoming nature. If this sounds exactly like you and you're up for the challenge that this role has to offer, please express your interest in the position by applying today.

*The Panthers Group is an Equal Opportunity Employer and encourages indigenous Australians to apply.*

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### Want to Apply?

Please send your Cover Letter and Resume to:

[employment@panthers.com.au](mailto:employment@panthers.com.au)