

Clear Horizon

Executive Assistant and Project Support

About Clear Horizon

Clear Horizon is a world-class evaluation and social impact measurement organisation that works domestically in Australia and internationally. For over 15 years we have been leaders in measurement, evaluation and learning (MEL), program evaluation, and social impact measurement. More recently we have incorporated digital and user-centred approaches into our ways of working. We increasingly work as developmental evaluators and leverage our strong roots in participatory and collaborative approaches. We aim to build capacity with our clients in all our work and this is enabled by our cutting-edge Academy.

Our mission is to power change makers to create a positive impact for people, place and planet. We are a women-led, for-purpose company and we make deliberate choices about who we work with to maintain our principles of social justice and environmental sustainability.

About the role

This is a unique Executive Assistant role. We are looking for someone who can show initiative and drive to take on executive assistant responsibilities, as well as project support task. This role has the potential to be a gateway role into other areas of the business, including consulting. In the Executive Assistant aspects of the role, you will be responsible for supporting a Business Group Director through diary management and scheduling, support for executive meetings and other ad-hoc meetings, writing simple reports and proofreading, project administration, client liaison and drafting correspondence. In addition, you will provide project support for a small team of consultants on projects which could include project administration, scheduling interviews, and be involved in some basic level data collection.

About you

You have exceptional organisational and administrative skills. You will be comfortable in using your initiative, being adaptive and being a problem solver and have a can-do attitude to your work. You will be adept at managing competing demands and priorities and able to work well in a team as well as independently. Clear Horizon have embraced the use of digital technology and tools for collaboration with clients and internal teams. As such, you will have a good handle on IT systems and software administration and be able to support remote work. You will have high ethical standards and personal integrity. Ideally you will have worked in a consulting environment and/or in a not-for-profit, government or social enterprise organisation and it would be awesome if you have experience in working in a sector relevant to Clear Horizon and have some experience in measurement, evaluation and learning.



Key Responsibilities

Scheduling

Manage and book in appointments as requested for the Business Group Director to assist them in managing their client requirements and ensure diaries are managed effectively.

General Administration

Provide ongoing office administration assistance such as answering phones, managing filing of client information, typing up documents, maintaining relevant documents to help others manage and find information when required.

Reporting

Support the Business Group Director through developing and collating reports on relevant information such as staff and project related areas to help with managing the team and making informed decisions.

Project Administration

Support the Business Group Director with formatting proposals, coordinating project related activities, managing information in Accelo and invoicing to ensure a smooth and efficient process, delivery to clients and accuracy of project information in the database.

Research Support

Conduct research support such as data collection and analysis to support project teams so that projects are delivered to a high standard and client expectations are met.

Qualifications

Relevant qualification in an area related to Clear Horizon services.

Experience

- High proficiency in diary management, exceptional planning organisational, project management skills with impeccable multi-tasking abilities
- Advanced skills in administration and computer literacy Microsoft Office Suite: including Outlook, Word, Excel and PowerPoint, MS Teams and other Microsoft Office apps
- Drafting and formatting complex written documents with demonstrated proficiency in editing and proof reading
- Demonstrated experience working on MS SharePoint platform, Zoom and online whiteboards such as LucidChart or Miro.

Applying

To apply send an application letter along with your CV to careers@clearhorizon.com.au

Any questions related to the position need to be emailed to careers@clearhorizon.com.au

Clear Horizon is a dynamic organisation with a family-friendly workplace that values work-life balance. Committed to conserving Australia's biodiversity and strengthening our local community we acknowledge the rights of Indigenous people within Australia and overseas, and work proactively for social justice and environmental sustainability.