



# Positions Available

## Executive Assistant to the President

The NSW Aboriginal Education Consultative Group Inc. (NSW AECG) is looking for a highly motivated well organised person to join our team. If you believe this is you then we'd love to hear from you.

<b>Position:</b>	Executive Assistant to the President
<b>Location:</b>	NSW AECG Inc. Secretariat 37 Cavendish Street Stanmore NSW
<b>Salary:</b>	Remuneration package valued up to \$90,000 based on demonstrated and proven experience includes employers' contribution to superannuation.
<b>Employment:</b>	A two-year contract will be offered to the successful candidate, with the possibility of an extension.

### Position Criteria: (Essential)

- Aboriginality: this is an identified position under Section 14 (d) of the Anti-discrimination Act 1977.
- Have sound knowledge of the NSW AECG Inc.
- High level Information Technology skills and demonstrated ability to utilise programs effectively to manage the President's calendar requests
- Strong oral, negotiation and written communication skills
- Ability to work independently and be part of a team
- Sound, demonstrated time management and organisational skills
- NSW Driver's License and ability to travel within NSW and interstate as required
- A current NSW Working with Children Check clearance for paid employment & National Criminal History Check or willingness to obtain.

Please forward your expression of interest which addresses all the position criteria along with your resume to:

**Trish Daniel**  
**NSW AECG Inc. 37 Cavendish Street,**  
**Stanmore NSW 2048**  
**E: [trish.daniel@aecg.nsw.edu.au](mailto:trish.daniel@aecg.nsw.edu.au)**  
**By: COB - Friday, 9th December 2022**