

executive assistant to ceo



- **Progressive Community Health Organisation**
- **Package Negotiable**

ACON, a NSW health promotion organisation based in the gay, lesbian, bisexual and transgender communities, manages a range of health promotion programs in partnership with researchers, health care providers, governments, and the community.

You will be a pivotal support to the CEO - so your ability to manage priorities is essential. You must have several years experience supporting senior management and use your judgement to manage complex situations with tact and discretion.

You will be responsible for the overall operation of the Executive Office and provide high level strategic and operational support to the CEO and the management team.

To express interest please forward your resume to boss_410@bossrecruitment.com or contact Annie Barker on (02) 8243-0505.

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