

**POSITION DESCRIPTION
RURALCO HOLDINGS LIMITED**

ABN 12 009 475 647

Position Title: Executive Secretary/Personal Assistant

Position Number: Name.....

Division: Administration Current:(Date)..

Department: RHL

Location: Hobart

Reports to: Acting Company Secretary & General Counsel

CLASSIFICATION

Award:
Classification:

FUNCTION:

To provide support to the Acting Company Secretary & General Counsel including the preparation, coordination, distribution and filing of reports, board papers, confidential correspondence, statutory records, regulated documents, accounts and financial statements, human resource records and related documentation

PRIMARY TASKS:

- Lodge documents with ASIC, ASX, share registry and related bodies, including by electronic means.
- Assist with the preparation, collation and distribution of Board papers and arrange all logistics and physical requirements of Board meetings.
- Liaise with Directors and provide administrative support as required.
- Prepare correspondence from dictation.
- Draft emails and other non-complex correspondence.
- Prepare spreadsheets & Powerpoint presentations.
- Under the supervision of the Acting Company Secretary, maintain statutory registers and liaise with the share registry in relation to shareholder queries and correspondence
- Assist with the production and publication of the company Annual Report
- Maintain filing systems, including scanning and indexing of documents where appropriate.
- Manage the Acting Company Secretary & General Counsel's diary and travel requirements.
- Prepare accounts payable invoices for payments

- Handle routine inquiries in relation to the responsibilities of the Company Secretary.
- Work collaboratively with the Managing Director's Executive Assistant, including assistance with that position's responsibilities during times of absence.
- Provide general administrative support and assistance as required from time to time.

RESPONSIBILITIES:**GENERAL**

To ensure that the duties and responsibilities as assigned are carried out to a satisfactory standard, guided by policy, precedent and professional standards.

Develop a team spirit within the branch through regular consultation with staff and free flow of information.

CUSTOMER SERVICE

Promote and maintain the concept of quality customer service.

OCCUPATIONAL HEALTH & SAFETY

To follow safe work practices and procedures; correctly use the appropriate safe manual handling techniques; and wear appropriate personal protective clothing, equipment and footwear, so as not to expose yourself or any other person in the workplace to risk of injury or illness.

DIRECTION/SUPERVISION RECEIVED

Formally responsible to the Acting Company Secretary & General Counsel.

SELECTION CRITERIA:**ESSENTIAL QUALIFICATIONS/REQUIREMENTS OF THE POSITION:**

(Knowledge, Skill, Experience)

High level of proficiency in the use of Microsoft Windows, Word, Excel, Powerpoint, Internet and related applications.

Experience with file management and maintenance of company registers including ASIC and ASX lodgements.

Typing speed of 65 wpm.

Proven senior secretarial skills. Used to dealing with executives and directors.

Proficient with filing systems.

Proficient in use of dictaphone.

Good clerical skills and numerical accuracy.

The ability to work unsupervised and meet deadlines.

The ability to maintain a high level of confidentiality but act as a team player.

Must be accurate and pay attention to detail.

The ability to use initiative and prioritise.

Be flexible in working hours.

An understanding of the need to provide excellence in service.

DESIRABLE REQUIREMENTS OF THE POSTION:

Legal experience.