



## Process & Design Administration Assistant (LM11404)

Sydney, New South Wales, Australia (Hybrid)

### ASX: Powering Australia's financial markets

#### Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

Want to know why we are a great place to work, visit our [careers page](#) to learn more.

#### We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

#### About the team:

Support the Experience Design team by transferring/recreating Microsoft Visio processes and Service Design Blueprints into ASX's strategic Process Management Tool as well as setting up and administering the tool for the organisation.

The Enterprise Experience Design Team is accountable for designing the customer and employee experience across the enterprise. We also own the governance of process architecture and process mapping standards at ASX and have recently purchased a strategic tool for process management to help assist in adoption and improvement initiatives across ASX.

#### What you will be doing:

- Recreate processes currently documented in Microsoft Visio into the strategic process management tool
- Setup process owner governance workflows for each process
- Align processes to Business Process Modelling Notation (BPMN) in the tool



- Help the CX/Service Designers recreate customer journey/ service Design blueprints in the tool
- Accurately copy process maps and related information into the strategic process management tool
- Liaise with the Experience Design Team for approval and signoff

### What you will bring:

#### Must have

- Understanding of process management
- Basic process mapping skills
- Attention to detail
- Computer proficiency
- Time management skills
- Data validation
- Good communication skills

#### Nice to have:

- Experience using Signavio would be highly regarded
- Experience in process mapping using BPMN
- Experience in documenting Swimlane diagrams using MS Visio or similar tool
- Experience in analysing processes

We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.

**Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resume**