



Executive Assistant (LM 11469)

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:

You will be a part of the Executive Assistants team with direct reporting to the Group Executive of Markets. You will work closely with the Leadership Team of Markets Division and the Markets Team Assistant will report into you.

What you will be doing:

- Provide executive and admin support to the Group Executive.
- Diary and email management
- Support agenda preparation of leadership team meetings
- Support management of Board paper deliverables with Company Secretariat
- Supporting preparation of monthly team meeting agenda forums. Ensure Executive is fully briefed/prepared for the week and day



- Organising internal/external meetings and events/dinners from time to time
- End-to-end domestic/international travel arrangements (visas, health check, flights, hotels, transfers)
- Support to process invoices in a timely and efficient manner
- Arrange leadership team off-sites
- Work in constructive partnership across admin community, including with the CEO Office and other Executive Team Offices to be responsive, positive and an adaptable team player
- Establish and maintain general systems and processes to ensure efficient workflow
- Document management and production including:
 - Drafting, editing and coordinating documents and PowerPoint presentations
 - Printing, filing, photocopying, mail merges, maintaining Excel spreadsheets, collating information packs and other administration as required
 - Conducting research and compiling background material where relevant
 - Maintenance of markets SharePoint intranet site including posting internal comms
- Ability to maintain and process confidential employee/department data
- Oversee and active involvement in Markets Social committee helping to plan and organise quarterly events
- Coordinate desktop IT set-up and support/troubleshooting

Coordinate on-boarding of new employees

What you will bring:

Must have

- Had extensive experience in a similar role supporting senior executives in an autonomous role
- Advanced experience in both Word and PowerPoint, and basic skills in Excel
- Experience in managing complex electronic diaries including anticipating, identifying and addressing travel/admin/diary issues
- Managed successful Executive Offsites
- Dealing with the unexpected in a professional yet effective manner
- Analysis/problem solving/innovation
- Planning yourself and others to the finest detail
- Establishing rapport with executives, employees and also external stakeholders, such as clients, where required
- Ability to prioritise
- Experience maintaining confidentiality

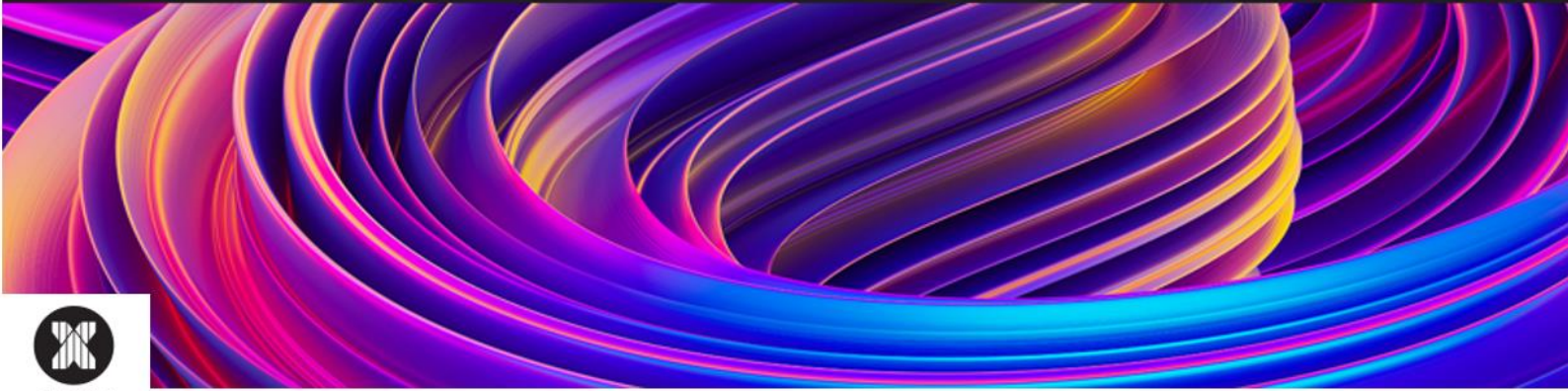
Nice to have

- Previously managing a team assistant
- Previous experience in administrative project work
- Ability to time manage and prioritise work and meet delivery deadlines



ASX

- Excellent communication skills and ability to manage conflicting priorities with calm, constructive and solutions-focused approach
- Attend to all duties with a high level of concern for quality, accuracy and timeliness



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 resumes.