

Essential & Desirable Criteria
Executive Assistant – Sustainable Development
Closing – Friday 17 July 2026 @ 5.00 pm

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add additional paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria

1. **Demonstrated experience in a customer service/executive assistant role ideally gained within a multitasking environment.**

2. **Demonstrated experience in a customer service, with highly developed interpersonal, communication, customer service, and conflict resolution skills.**

3. **Demonstrated high level proficiency in the use and application of Microsoft suite of products (in particular, Word, Excel, Outlook).**

4. Demonstrated high level data entry and numerical skills.

5. Demonstrated high level organisational skills.

6. Demonstrated interpersonal, negotiation and conflict resolution skills.

7. Working knowledge of roles and responsibilities under the WHS Act 2011.

Desirable Criteria

1. Tertiary qualifications in Business Administration at Certificate IV level or above or equivalent.

2. Previous Local Government experience.

3. Current NSW Class C Drivers Licence.

4. Experience in the use of computerised records systems.
