

In mid 2014, an exciting Light Rail system in the Gold Coast came alive, linking people and communities along the coast. The G:link is operated and maintained by Keolis Downer Gold Coast (Keolis Downer). – Keolis Downer is Australia's largest private provider of multimodal public transport, operating G:link, Yarra Trams and close to 1000 buses in Australia. Keolis Downer is a joint venture between **Keolis**, one of the world's largest public transport operators, and Australian services firm **Downer**. As a world-class, reliable and integrated transport network, G:link is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living.

## Executive Assistant to Managing Director

### Position Purpose:

Working with the Managing Director and senior leadership team, this role is responsible for providing effective and efficient administrative and business support to the Managing Director. As representative of the MD, the role must create and maintain effective and agreeable relationships with all staff and external contacts.

### Reporting to:

Managing Director (MD).

### Position Responsibilities:

The following are the key functions of this role but other duties which assist the MD may be allocated as required:

- In conjunction with the MD, look after the full diary & email management ensuring the utmost confidentiality and the ability to proactively manage & support the MD and Keolis Downer
- Preparation of packs of reading and papers for MD to attend external meetings
- Monitoring and managing the on time submission of O&M Management plans to GoldLinQ as set out in the submission schedule, ensuring submissions are provided to MD for review two weeks prior to due date
- Supporting the MD in the delivery of all board papers on time to the Company Secretary
- Provide support to the MD in the preparation, transmission and filing of correspondence and documents
- Proactively assisting in the preparation of presentations, proposals, reports and agenda's
- Coordinating events and meetings as required
- Expense claims and keeping track of financial metrics for the MD
- Attend meetings, take minutes and send out follow up actions
- Organise domestic and international travel, visa's, Car & Accommodation to ensure a seamless journey
- Provide general administrative support
- Ad hoc project support work as required by the business

### Competencies Required:

- Essential: Minimum five years' experience in an executive assistant role
- High standard of discretion and an understanding of the importance of the development and maintenance of stakeholder relationships at a senior level;
- Professional presentation and Communication skills
- A high level of attention to detail
- Demonstrated Management skill
- Willingness to learn with a can do attitude
- Work as a Rail Safety Worker Category 4 (non-safety critical worker)
- Advanced in the use of Microsoft Office programs, including, Excel, Word and Outlook; and
- Preferred: Experience in an operations and/or maintenance environment.

### Profile Requirements:

- Have the ability to anticipate when action should be taken to support the MD and the senior leadership team. When required, use initiative to address matters affecting KD, and influence others to reach positive outcomes
- Have demonstrable experience in administrative skills, including the maintenance of confidentiality and a proven ability to organise and prioritise workload and competing priorities
- Possess the ability to create and maintain effective relationships in a variety of situations and at all levels within the organisation and externally
- Be self-motivated with high level of initiative requiring minimal supervision;
- Demonstrated tact and diplomacy
- An effective communicator with excellent written and verbal skills; and
- Have a positive attitude and a willingness to work as a member of a team.
- Genuine willingness to help and assist others

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems
- Participate in internal and external audits for continuous improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the SQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting

*As part of the recruitment processes at KD, job applicants will be required to provide a National Police Certificate. Further to this, successful candidates will be required to provide a National Police Certificate where requested throughout employment. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, KD considers this to be a reasonable requirement. KD will assess a candidate's and employee's criminal record history against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.*

*Keolis Downer is an Equal Opportunities Employer.*

If you feel you have what we are looking for then please forward your resume and cover letter today to Emily Burt, HR Manager at [emily.burt@keolisdowner.com.au](mailto:emily.burt@keolisdowner.com.au)