



Executive Assistant to the MD

Are you a multi-tasker? Do you enjoy a challenge?
Can you master an ever-changing schedule?

This new position has been created to provide high quality executive and administrative support to the Managing Director, Executive and Board of this dynamic organisation.

It will require someone with excellent communication and organisational skills.

Southern Rural Water manages the delivery of rural and groundwater to customers across the southern third of Victoria, from the South Australian border to the NSW border. With more than 10,000 customers, SRW has 160 staff based in multiple locations.

The ideal candidate will be highly experienced in an EA capacity in a similar environment, and will also display values and behaviours that correlates with the organisation's values of: United, Customer First, Ambitious, Results Driven, Innovative and Respectful.

For further information and a copy of the Position Description, please visit www.gbsrecruitment.com.au (Vacancy #2009666) or call Nerelle Foster, Corporate Business Partner, on 0400 034 531.

Applications close:
Monday 29th April, 2019

www.gbsrecruitment.com.au

