



Executive Assistant

St Arnaud Campus

**Permanent full time, 80-hour per fortnight
(accruing 1 ADO per month)**

**Access to generous Salary packaging
& remote area benefits!**

East Wimmera Health Service (EWHS) is a fully accredited small rural health service across five campuses encompassing five communities in the Buloke and Northern Grampians Shires in North Western Victoria.

An exciting position is available to join the People and Culture team at St Arnaud Campus as an Executive Assistant.

The position will provide administrative support to the allocated Executive Team Members, reporting directly to the Director of People and Culture at St Arnaud Campus.

The Executive Assistant will establish and maintain close working relationships with the Executive Team and the wider health service Management Team, to understand and assist with departmental or organisational issues.

A **position description** can be viewed for the key selection criteria.

Enquiries to: Geoffrey Lord, Director of People and Culture, 03 5477 2159 or Geoffrey.Lord@ewhs.org.au

To apply: An application incorporating a response to the key selection criteria (listed in the position description) and a CV/resume including the names of two professional referees, is to be e-mailed to the Human Resources Manager, applications@ewhs.org.au

Applications close: 5.00pm Sunday 19 May 2024

All appointments are subject to a satisfactory police records check, Victorian 'Employee' Working with Children check and immunisation clearance (including annual influenza immunisation and 3 doses of immunisation against COVID-19).

All employees must be willing and able to wear Personal Protective Equipment (PPE) when required.

EWHS is an equal opportunity employer and encourages applications from people of all Abilities, Aboriginal and Torres Strait Islander People, CALD community, people of all Genders and LGBTIQ+ Community

Cultivating Healthy Communities