

Senior Business Coordinator

Hays Policy & Strategy • Northern Suburbs Sydney NSW



Base pay

\$550 - \$600 / day



Work type

Full Time



Contract type

Permanent

Full job description

Your new company

This organisation is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting their customers at the centre of everything they do. One of these divisions requires an adaptable and experienced individual for a 3 month assignment with potential to extend.

Your new role

The primary purpose of the role is to coordinate high-level business support services to ensure the efficient functioning of the division. As a senior business coordinator you will be expected to:

- Coordinate business planning processes within the Division.
- Draft strategies and plans for approval by the Division to be translated into meaningful performance targets, as well as provide assurance and regular reporting for senior management.
- Provide advice, technical expertise and operational support to the Division's main functions on a wide variety of business matters, including all HR, finance and procurement submissions.
- Prepare complex correspondence, briefing notes and reports in relation to specific projects, initiatives and issues ensuring that submissions are accurate, timely and have appropriate signoffs.

What you'll need to succeed

You will have experience in senior level administrative support as well as experience in the preparation of briefing material for executives. The ideal candidate will also have 5 or more years' government experience and as you will be required to manage two members of staff, previous management experience will be looked upon favourably.

What you'll get in return

In return for your dedication and hard work you will be rewarded with a daily rate of \$550 in a 3-month assignment with the opportunity to extend for the

Job details



Date posted

14 Sep 2021



Expiring date

14 Sep 2022



Category

Government, Emergency & Defence



Occupation

State Government



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\$550 - \$600 /day



Contract type

Permanent



Work type

Full Time



Job mode

Standard hours



Career level

EXPERIENCED NON-MANAGER



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

right individual. The role will be working from home for the foreseeable, however the team are usually based in Macquarie Park.

What you need to do now

If you're interested, click 'apply now' to forward an up-to-date copy of your CV to Leanne Bennett via leanne.bennett@hays.com.au

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