

## Board Coordinator

Hays Office Support • Sydney CBD NSW



Base pay

\$380 - \$450 / hr



Work type

Full Time



Contract type

Permanent

### Full job description

Your new company

You will be joining one of Australia's leading Finance Groups. This company offers unique opportunities to support high performing executives and stakeholders. This organisation provides clients with Corporate Governance services and industry-leading insight. This is a large company in the CBD that gives employees support and opportunities for career progression.

Your new role

You will be providing direct support and assistance to the Board of Directors and relevant Committees. You will be managing meeting agendas, taking minutes, drafting notes and later distributing the documents to board members. You will be organising and maintaining all records of meetings and relevant documents. You will be responsible to communicate effectively with regulating bodies and maintain positive relationships. It is essential to respond to all request regarding board activities appropriately and be proactive when given administration tasks. You will be reporting to a Senior Company Secretary and General Manager while liaising with leading stakeholders.

What you'll need to succeed

You are a highly organised and professional individual with experience within an administrative or coordinator role assisting a Board of Directors. You are confident when responding to requests from key stakeholders and have excellent written and verbal communication skills. You thrive when working independently and able to prioritise demanding requests effectively. You are a professional and have experience working for ASX listed company and understand the importance of confidentiality within your role. Applicants with experience using a Board Portal such as Diligent will be highly regarded. What you'll get in return You will be working with industry leaders, gaining experience and exposure to the functionality of organisations. This is an excellent opportunity that offers new challenges. You will gain a competitive salary and flexible work options.

### Job details



Date posted

13 Jul 2021



Expired On

25 Oct 2021



Category

Legal



Occupation

Administration Assistants



Base pay

\$380 - \$450 /hr



Contract type

Permanent



Work type

Full Time



Job mode

Standard hours



Work Authorisation

AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT

Please email [Rebecca.harris@hays.com.au](mailto:Rebecca.harris@hays.com.au) with your CV or for a confidential discussion regarding your career opportunities.

**LHS 297508** #2528983