



The **Fred Hollows**
Foundation

Executive Support

Make a difference!

The Fred Hollows Foundation is a non-government development organisation which seeks to eradicate avoidable blindness in developing countries and improve the health of Indigenous Australians.

The Executive Support will provide high level administrative support to the Strategic Management Group (SMG) and the Board and will form part of the Administration team. This permanent full time position is based in Sydney and will require some out of normal office hours work to accommodate for meetings.

We are seeking a warm, professional administrator who will have –

Essential

- Demonstrated extensive experience in a similar role
- Substantial experience in producing board/committee minutes
- Experience in international travel bookings
- Advanced Microsoft Office skills
- High attention to accuracy and detail
- Ability to multitask in a high volume environment
- Enthusiasm and a sense of humour

Desirable

- 80 words per minute typing speed with minimum 95% accuracy

For further details, go to www.hollows.org/employment or call **Helen Tran** on **(02) 8741 1900**. Send applications to fnf@hollows.org or fax to **(02)8741 1999**