



**The Fred Hollows  
Foundation**

## **Job opportunity: Executive Support**

### **Organisational profile**

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.

### **Job summary**

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 will require some out of normal office hours work to accommodate for meetings.

### **Location**

This position will be based Sydney.

### **Applications should –**

- Include a resume outlining summary of qualifications and experience.
- Provide the names and positions of two work related referees to whom you have reported to.

### **Selection Criteria**

To be successful in this role, you must be a professional administrator who has:

#### 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

### **Application process**

For further details go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call **Helen Tran** on **(02) 8741 1900**. Send applications to [fhf@hollows.org](mailto:fhf@hollows.org) or fax to **(02) 8741 1999**