



Job Description: Executive Assistant / Operational Support (Part-time)

About GECA

GECA's vision is for a society in which companies and people demand sustainable products and services.

GECA runs Australia's only independent, not-for-profit, multi-sector ecolabelling program and is the only Australian member of the Global Ecolabelling Network (GEN). Our transparent certification program develops standards against which products and services can be independently audited. Standards are developed following ISO 14024 principles for global best practice in ecolabelling. GECA's scheme enables consumers to choose from thousands of certified products and services and have confidence that they have a lower impact on the environment and human health and address important social considerations. We also certify environmental claims, conduct Life Cycle Analysis and provide training and consulting services to our commercial partners.

We are a friendly, inclusive employer that offers flexible working and considers diversity to be a strength. We encourage all qualified individuals to apply.

Role Summary

This is a part-time senior administrative role designed to free up the CEO and senior team leaders to focus on strategic activities. It is initially set up as a 12-month contract to cover a period of parental leave, but could be extended or made permanent in the future. It is ideal for an experienced professional wanting to work in a highly flexible context.

Initially, the role will focus on simple accounting functions, project tracking, and preparation of reports and policy documents as well as other administrative tasks. However, the role will be shaped around the candidate to maximise their impact on the organisation and our goals.

The number of hours worked, and on which days, are open for discussion and will be agreed with the preferred candidate.

Tasks and Responsibilities

- Basic book-keeping including reconciling reports into invoices, tracking and following-up accounts receivable, identifying and updating accounting contact details, tracking staff leave for payroll, etc
- Supporting board functions by organising logistics for the Board Meetings, taking minutes during the meetings and tracking actions that arise
- Tracking projects that sit with the CEO, including accounting for and reporting on time used for grants or consulting work
- Supporting operational/administrative processes related to staff onboarding, HR functions, organisational purchases, and government reporting
- Some EA duties for the CEO when requested e.g. Calendar management, arranging meetings, research tasks, etc.
- Review internal policies and procedures and suggest appropriate updates.

Key Relationships

- Reports to the CEO
- Works alongside everyone in the organisation
- Supports the board and key stakeholders with administrative support as directed by the CEO.

Qualifications, Knowledge/Skills, and Personal Characteristics

- High attention to detail with strong organisational skills
- Demonstrated capacity for efficient time and task tracking and management
- Ability to track and reconcile basic financial data and prepare simple reports
 - *Familiarity with MYOB or another accounting system would be beneficial*
- Comfortable calling and emailing clients to follow-up outstanding actions and payments
- Flexible approach to work and comfort with learning new skills
- Ability to work in a fast-paced environment with problem-solving skills and a solution-focused mentality
- Strong writing skills, able to prepare documents in a warm, professional style and with a clear logical structure
 - *Experience working with internal policies would be beneficial*
- A self-starter, with the ability to work independently and as part of a team
- A genuine passion for sustainability.

Conditions

- 12-month contract, with the possibility of extension
- Part Time (approx. 20-30 hours per week, negotiable)
- Remote working (with regular in-person meeting days and a requirement to virtually attend quarterly board meetings)
- Market rate salary (proportional to the agreed number of hours worked per week) plus superannuation in accordance with the minimum requirements of the *Superannuation Guarantee Administration Act 1992* (Cth)
- Annual leave entitlement proportion to 20 days for full-time equivalent work in accordance with the National Employment Standards
- 1 day of volunteer leave annually
- Additional leave, up to 3 days, between Christmas and New Year for the office shutdown
- Parental leave, as per the GECA “Parental Leave Policy”.