

## Executive Assistant, Medical Services

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Company: Albury Wodonga Health

Location: Northeastern United States

Category: healthcare-practitioners-and-technical

Dynamic work environment and team focussed culture

Career opportunities and support for professional development

Picturesque NE Victoria location close to regional attractions

### Who are we?

Albury Wodonga Health (AWH) is the largest regional health service between Sydney and Melbourne, located in the twin cities of Albury and Wodonga. Our dedicated team of nearly 3,000 staff supports a population of 250,000 people throughout North-East Victoria and Southern NSW. AWH is a dynamic organisation undergoing significant growth, including the development of new state of the art Emergency and Mental Health facilities.

### The Opportunity

The **Executive Assistant to Medical Services** is a newly created position that will be responsible for the provision of professional secretarial and administrative support essential to the effective functioning of the Medical directorate. This position will also provide support to the direct reports of the Executive Directorate.

Some of your duties as the EA, Medical Services will include:

Providing high quality secretarial services including diary management

Travel coordination, meeting and workshop management

Record keeping

Correspondence and general typing.

### **About you**

We are seeking an enthusiastic and confident team player, someone who thrives in an environment which will allow your interpersonal skills to shine while seeking to deliver at a high level. You will be a proactive, service-oriented professional with previous administration and/or Executive Assistant experience looking to take on your next challenge in a large healthcare organisation.

### **What's in it for you?**

We provide full orientation and training and keep you informed of opportunities for professional development so you can be the best at what you do. We also offer excellent staff benefits including salary packaging and novated leasing, employee assistance and wellbeing programs, Fitness Passport and discounted private health membership.

### **Interested?**

For more information about the position, please refer to the Position Description attached or contact the Manager listed below. Salary and conditions will be in accordance with the relevant state EBA or Award.

**Note: All Health workers are required to be fully vaccinated or have an approved medical contraindication certificate. You will be required to provide a record of your COVID-19 vaccination status if successful.**

AWH is committed to Equal Employment Opportunity, Ethical Practice, and the principles of Cultural Diversity and Social inclusion. Applications from Aboriginal and Torres Strait Islanders are encouraged. All appointments are made subject to a satisfactory Criminal Record Check and a Working with Children Check. Successful applicants may also be required to provide evidence of their immunisation status and flu vaccination.

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