



Qld Executive Assistant

FULL TIME | BRISBANE

We currently have an opportunity for an Executive Assistant to our Managing Principal to join our progressive, dynamic and growing team within our Brisbane office.

About Worrells

Worrells is a growing insolvency, turnaround and advisory firm that has carved a successful niche in the SME market through delivering quality service and processes through its unique systems. Worrells is a National firm with over 150 staff across 33 locations throughout Australia.

About the role

As an Executive Assistant your core responsibilities are:

- Assistance with annual preparation and quarterly review of strategic plans.
- Assistance with weekly principals catch up meetings.
- Assistance with directors / shareholders meetings including,
 - Collation of relevant reports & papers.
 - Preparation of meeting agenda.
 - Minute taking and preparation of draft minutes.
 - Updating Tasks with action items.
 - Settling & circulating Minutes of Meeting.
- Support with arranging meetings (internal & external).
- Office marketing event organisation.
- Corporate document management.

If you are a highly motivated individual looking to take the next step in your career, then we would love to hear from you!

Please submit your confidential application to Michael Griffin at michael.griffin@worrells.net.au