



Executive Assistant

FULL TIME | MELBOURNE / HYBRID

About Worrells

Worrells is a well-respected Insolvency Firm that has carved a successful niche in the small-to-medium enterprise market through delivering quality service and outcomes. At Worrells what you see is what you get. We pride ourselves on transparency and authenticity. Our down-to-earth environment and team-based culture helps our employees be themselves at work. Our industry leading systems allow us to work dynamically and offer our employees flexibility that suits them. Our extensive learning & development program fosters a culture of development and excellence.

About the role

Worrells is looking for an Executive Assistant to join the growing Melbourne team. You will have the opportunity to work flexibly on a range of interesting and challenging tasks while supporting the Principals.

We will provide you with relevant professional training and our close-knit team-based structure will give you the opportunity to benefit from the knowledge and experience of your colleagues. You will get hands-on experience working with a variety of stakeholders to ensure all executive level support tasks and projects are met.

In this role you will be working closely with the Victorian Principals. Some of your responsibilities are:

- Providing diary management for Principals.
- Providing email management for the Managing Principal.
- Preparing for and attending Principal and Leadership conferences and meetings.
- Supporting the Managing Principal in driving the firm's strategic plan.
- Managing the administrative team.
- Preparing documentation/reports.

Skills and Qualifications

You will be a proactive, ambitious, and talented individual with:

- 10+ years' work experience in executive level support.
- Proven experience supporting multiple partners in a fast-paced professional environment.
- Excellent written and verbal communication skills.
- Good problem solving, organisational and analytical skills.
- Ability to handle multiple tasks in a fast paced and time sensitive environment.
- Ability to collaborate across teams and levels complete tasks to a high standard.
- Ability to build strong relationships with both internal and external stakeholders.

About the Worrells experience

At Worrells you'll be recognised and rewarded based on your performance and will have access to our comprehensive benefits, which include:

- **Flexible working arrangements** to help you balance your work and personal responsibilities.
- A dedicated **Reward and Recognition program**, which includes on the spot awards and a great range of discounts at major retailers.
- A **great culture and work environment**, including formal and informal social events and team bonding days.
- A comprehensive **Employee Assistance Program** and other wellbeing initiatives supporting your physical and mental health.
- Extensive **learning and development** to help you develop personally and professionally.
- A dynamic workplace with high quality facilities including a **gym, day spa** and **Flexicar**.



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 careersmelbourne@worrells.net.au.