



An opportunity to join
Australia's leading
radio broadcaster.

Executive Assistant to National Sales Director

- High profile opportunity based in Melbourne
- Rare chance to work in the exciting media industry
- Vibrant and supportive team environment

Austereo, one of Australia's most innovative and exciting entertainment based media companies, is looking for a talented and highly organised EA to provide executive level administrative support to its National Sales Director (NSD) based in our **Melbourne** office.

This role would suit a seasoned Executive Assistant already working at a senior level who is wishing to join an exciting and fast paced industry.

As the successful candidate, you will have:

- Extensive experience providing high level administrative support to a senior executive
- Outstanding diary management skills
- Solid experience compiling routine and ad hoc business reports
- An ability to anticipate the needs of the NSD
- Advanced Microsoft Office skills (Word, Excel, Powerpoint, Outlook) with a minimum typing speed of 60 WPM
- Exceptional organisational skills, the ability to prioritise conflicting tasks and impeccable attention to detail
- Excellent written and verbal communication skills and the ability to interact effectively with senior management
- A high level of discretion and sensitivity when dealing with confidential information
- An ability to develop and foster sound working relationships
- The ability to remain calm in an often fast-paced environment
- A good sense of initiative coupled with a proactive approach to work

In return, we will provide you with a professional yet fun working environment. This really is an amazing opportunity to join a market leader.

Are you interested? Then please send your résumé and a brief cover letter (with salary expectations) to careers@austereo.com.au quoting 015-10 in the subject line. We look forward to receiving your application.

Applications close: Wednesday, 10 March 2010.

Learn more at austereo.com.au