

Ministerial and Business Coordinator

Hays • Sydney CBD NSW



Base pay

\$500 - \$600 / day



Work type

Full time



Contract type

Permanent

Job details



Date posted

08 Apr 2022



Expired On

08 Sep 2022



Category

Government, Emergency & Defence



Occupation

Other



Base pay

\$500 - \$600 /day



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Full job description

Your new company

This State Government organisation is seeking an experienced Ministerial and Business Coordinator to join them on a temporary basis for 3 months based in Sydney CBD.

Your new role

Your primary purpose will see you responsible for assisting the Senior Ministerial and Executive Services Officer in the day to day operational management and coordination of advice. This will require you to prepare high-quality responses to correspondence, briefing notes, and Parliamentary support to meet the requirements of the Minister. You will have the ability to build and maintain effective working relationships with key stakeholders while ensuring prioritisation and completion of tasks are met within allocated timeframe. You will be monitoring emerging issues, trends, and changes in the organisation to meet stakeholder expectations.

What you'll need to succeed

To be successful in this role, you will be able to operate in a politically sensitive environment in which deadlines can change at short notice. You will have demonstrated ability to gather, analyse, and present complex information. Tertiary qualifications in a relevant area or extensive relevant experience in similar role is essential.

What you'll get in return

This role provides you with an opportunity to assist this State Government in a short-term assignment. For your dedication and hard work, you will be remunerated at \$500-\$600 per day plus super. The role will be based in Sydney CBD.

What you need to do now

If you're interested, click 'apply now' to forward an up-to-date copy of your CV to Marium Holy via marium.holy@hays.com.au.

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