

The Australian Wine Research Institute

The Australian Wine Research Institute (AWRI) is resolute in its vision to deliver high value to the Australian wine industry through world-class research and integrated solutions. The culture at the Institute is professional, innovative and sets high industry standards. As part of these standards the institute offers favourable working conditions and an environment conducive to success.

Applications are invited for an experienced and professional Executive Assistant. A competitive salary commensurate with skills and experience will be negotiated with the successful applicant.

EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR

The successful applicant will be required to have sound organizational, computer and communication skills and display both confidential diplomatic attributes.

The main duties and responsibilities include:

- Administration support for Managing Director;
- Organisation and coordination of the Managing Director's diary and travel arrangements;
- Drafting of correspondence including, emails, letters and reports;
- Provide exceptional customer service to key stakeholders including the Executive Management Group and Board of Directors.

Several years experience in a similar role will be highly regarded.

For a position description and person specification please visit www.awri.com.au and for further information on the position please contact Linda Halse on +61 8 8313 6600 or Linda.Halse@awri.com.au.

Only applications submitted via the AWRI online application process will be accepted.

careers@awri.com.au by cob 8 June 2012.



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