



CATHOLIC ARCHDIOCESE OF ADELAIDE

EXECUTIVE ASSISTANT

Permanent Full-time

The Catholic Archdiocese of Adelaide positively impacts the lives of its members through the development and delivery of human services related programs and offerings. With head office in the Adelaide CBD and multiple sites throughout South Australia, a challenging and rewarding opportunity for an Executive Assistant is currently available in the Archbishop's Office.

About the Role:

As Executive Assistant, your primary focus will be to provide high-level administrative support and efficiently manage the daily activities of Senior Leadership personnel. You will be one of three Executive Assistants working collaboratively within a supportive team, while also contributing to the broader goals of the Office. This role is integral to a dynamic, fast-paced environment. You'll also report to and work closely with the Office Manager on a variety of initiatives, including project support, research tasks, and the ongoing review and improvement of business processes, systems, and written procedures. A high degree of professionalism, discretion, and confidentiality is essential in supporting the work of the Archbishop and the wider team. This is a great opportunity for someone who enjoys a fast paced and varied role, keeps cool under pressure and takes pride in being highly organised and solutions-focused.

Key duties include:

- Directly supporting Senior Leadership Personnel
- Manage correspondence and registering
- Diary management and meeting coordination and preparation
- Arranging travel and accommodation
- Draft and prepare correspondence and documentation
- Assist with International Visa requirements
- Supporting executive needs, including meal collection
- Provide Reception Relief (on occasion)

About You:

- Solid administrative background with minimum 5 years' experience as an Executive/Personal Assistant
- Adaptable and proactive, with the ability to manage diverse tasks and navigate interpersonal dynamics professionally.
- High level communication, organisational, time management and problem-solving skills
- Ability to work independently and collaboratively with a range of stakeholders

How to Apply

Please email applications to recruitment@adelaide.catholic.org.au by 9am on **Monday 11 August 2025**, in your application please include:

- Cover letter (1 page max)
- Resume

For a copy of the position description, please contact recruitment@adelaide.catholic.org.au

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation. Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.