

POSITION DESCRIPTION – EXECUTIVE ASSISTANT / OFFICE MANAGER

BACKGROUND	
Position Title	Executive Assistant / Office Manager
Location	Ginninderry Office / Manuka Office (as required)
Position Type	Full Time (38hrs per week)
Hours of work	8.30am to 5.00pm
Reports to (Manager)	Managing Director
Reports to you	Office Assistant
Date Reviewed	October 2025

As the Executive Assistant, you will provide high level administrative and executive support to the Managing Director, ensuring their time, communications, and priorities are effectively managed. This role demands professionalism, discretion, and exceptional organisational skills, with the ability to balance multiple priorities in a fast paced environment. In addition to executive support, you will also serve as the Office Manager, overseeing the daily operations of the Ginninderry and Manuka Offices. You will ensure smooth workflow, operational efficiency, and effective communication across teams. This dual role is pivotal to maintaining seamless business operations and directly contributes to the success of our projects and organisational objectives.

QUALIFICATIONS & EXPERIENCE	
Qualifications	<ul style="list-style-type: none"> • Certificate IV or Diploma in Business Administration, Office Management, or a related field or equivalent level of experience
Experience	<ul style="list-style-type: none"> • 7-10 years' experience in a similar role, as an Executive Assistant or Office Manager. • Proven experience managing complex diaries, travel arrangements, and schedules at a senior executive level. • Demonstrated ability to handle confidential correspondence and sensitive communications with discretion. • Strong stakeholder engagement and internal communication skills. • Experience preparing meeting packs, taking minutes, and following up on action items. • Experience in property development or large infrastructure projects desirable.

SKILLS & CAPABILITIES	
Technical	<ul style="list-style-type: none"> • Advanced Microsoft Office (Outlook, Word, Excel, PowerPoint). • Experience with Teams, Zoom and SharePoint.
Behavioural	<ul style="list-style-type: none"> • Planning & Organising - Sets objectives; plans ahead; uses time efficiently; manages resources; maintains documentation. • Communication - Understands written and spoken information; writes with

POSITION DESCRIPTION – EXECUTIVE ASSISTANT / OFFICE MANAGER

	<p>clarity, speaks clearly; adapts to the audience.</p> <ul style="list-style-type: none"> • Ethics & Values - Acts ethically; earns trust; promotes social responsibility; promotes environmental responsibility. • Adaptability & Resilience - Adapts to change; copes with uncertainty; thrives under pressure; controls emotions; copes with setbacks and criticism. • Building Relationships - Builds rapport; creates a positive impression; adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict. • Influence - Establishes credibility; develops compelling positions; appeals to emotions; persuades others; gains agreement; manages political situations.
STAKEHOLDERS	
Internal	<ul style="list-style-type: none"> • Managing Director, Senior Management Team and other team members.
External	<ul style="list-style-type: none"> • Shareholders and Project Stakeholders

RESPONSIBILITIES AND DUTIES	
Administrative & Diary Management	Manage a complex calendar, including scheduling meetings, appointments, and travel, ensure MD is aware of and prepared for all commitments.
Communication & Correspondence	First point of contact for external stakeholders, manage phone calls and correspondence, including emails, letters, reports and presentation. Maintain confidentiality.
Executive Support & Coordination	Coordinate meetings, workshops and team events, prepare agenda and papers, minute taking, following up on deliverables, preparing presentations, reports and data summaries.
Office Management	Coordinate daily office operations across the Ginninderry and Manuka offices, including such activities as managing supplies, mail, contracts, bookings, maintenance, catering, mail, WHS and staff events.
Travel Management	Organising travel for MD and other team members, including itinerary preparation.
Miscellaneous	Additional administrative duties as required to support the team, including monitor enquiries inbox, reconciling expenditures and managing leasing agreements.

RIVERVIEW'S CORE VALUES	
Respect	Be Dedicated to Relationships - We respect all people, their ideas, and cultures.
Integrity	Be True to Our Word - Integrity is non-negotiable. We are authentic in all our dealings. We leave a positive impact through our actions and behaviours.
Innovation	Be Challenging in our Approach - We strive to find the best solution. We think

POSITION DESCRIPTION – EXECUTIVE ASSISTANT / OFFICE MANAGER

	outside the box and dare to do things differently.
Collaboration	Be Powerful Together & Move Forward as One - We leverage collective genius and grow and learn from each other. We work together to achieve more through our unified culture and knowledge.
Lasting Impact	Leave Behind More than you Found - We are dedicated to making a difference not just for today but tomorrow. We aim to leave a positive legacy for the people who follow in our footsteps.

Manager's Signature: _____

Manager's Name: _____

Employee's Signature: _____

Employee's Name: _____

Date: _____