

EXECUTIVE ASSISTANT

Position Level: L3

Location: Perth

Effective date: August 2026

Responsibilities

The Executive Assistant provides executive-level administrative support to the Chief Financial Officer and the Executive General Manager Planning and Property.

The role also provides effective and responsive administrative support to the Finance and Governance and Planning and Property functions.

Reporting

The Executive Assistant reports to the Chief Financial Officer.

Accountabilities

Result Area	Major Activities
Safety and People:	• Further a safe, inclusive, and collaborative workplace that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems, including Quality, Environment, Safety and Information Security.
Executive Support:	• Undertake proactive calendar and email management for the Chief Financial Officer (CFO) and Executive General Manager Planning and Property (EGMPP). • Coordinate internal and external meetings as required, including scheduling, agendas, papers, minutes, and records management. • Manage travel arrangements for the CFO, EGMPP, and their respective teams. • Assist with the preparation and submission of Executive Committee and Board reports, presentations, briefings, and other executive material from the CFO and EGMPP. • Sort and prioritise incoming correspondence and requests, and prepare outgoing correspondence as required. • Develop and maintain effective working relationships with internal and external stakeholders and serve as a professional point of contact for those engaging with Pilbara Ports. • Liaise with and support visiting Executive General Managers, senior stakeholders, and other executive visitors to the Perth office.
Administration:	• Provide administrative support to the broader Finance and Governance function and the Planning and Property function as required. • Liaise with other business units to ensure administrative matters are

	coordinated and resolved. • Support purchasing and finance-related administrative activities in accordance with organisational policies. • Provide administrative coverage during team absences. • Contribute to the review and improvement of administrative processes and practices.
Other duties:	• Other duties as directed by the Chief Financial Officer or Executive General Manager Planning and Property.

Selection Criteria

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Ability to adapt to changing priorities and deadlines in a dynamic work environment.
- Highly organised and proactive, able to work autonomously and manage time effectively.
- Collaborative and supportive team player, contributing to a positive work environment.

Work Related Requirements:

- Demonstrated experience providing executive-level administrative support, with a sound understanding of organisational processes and financial administration.
- Excellent attention to detail and highly developed written and verbal communication skills, including proficiency in business writing, grammar, and comprehension.
- Ability to maintain trust and confidentiality, and exercise sound judgement.
- Well-developed interpersonal skills, with the ability to build productive working relationships and communicate effectively with internal and external stakeholders.
- Proven problem-solving skills and the ability to manage competing priorities and strict deadlines.
- Advanced proficiency in Microsoft 365 applications, particularly Outlook, Word, PowerPoint, and Teams, and demonstrated experience with records management, purchasing and enterprise business systems.

Sound computing skills, the ability to obtain and maintain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.