

EXECUTIVE ASSISTANT

Position Level: L3

Location: Perth

Effective date: October 2026

Responsibilities

The Executive Assistant plays a key role in enabling the Chief Financial Officer (CFO) and Executive General Manager Planning and Property (EGMPP) to operate effectively, taking ownership of executive coordination, priorities and administrative requirements.

Reporting

The Executive Assistant reports to the CFO and the EGMPP.

Accountabilities

Result Area	Major Activities
1. 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.
2. 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.
3. Executive Support:	• Take ownership of proactive calendar and email management for the CFO and EGMPP, helping them stay focused on key priorities and commitments. • Drive the coordination of internal and external meetings, including scheduling, agendas, papers, minutes and records management, ensuring meetings are well organised and supported. • Coordinate end-to-end travel arrangements for the CFO and EGMPP. • Coordinate and assist with preparing and submitting high-quality executive materials, including Executive Committee and Board reports, presentations, briefings and other material from the CFO and EGMPP. • Take ownership of incoming correspondence and requests, prioritising matters appropriately and preparing outgoing correspondence as required. • Build and maintain strong working relationships with internal and external stakeholders, acting as a professional and trusted point of contact for those engaging with Pilbara Ports. • Provide a welcoming and professional executive experience by liaising with and supporting visiting Executive General Managers, senior stakeholders and other executive visitors to the Perth office.
4. Administration:	• Provide proactive and valued administrative support across the broader Finance and Governance and Planning and Property functions, helping teams stay organised and focused on their priorities. • Take ownership of coordinating administrative matters across the

	business, working collaboratively with other business units to ensure matters are progressed and resolved effectively. • Support purchasing and finance-related administrative activities, ensuring they are managed efficiently and in accordance with organisational policies. • Provide reliable and responsive administrative coverage during team absences, helping maintain continuity and support across the functions. • Actively contribute to improving ways of working by identifying opportunities to strengthen and streamline administrative processes and practices.
5. Other duties:	• Other duties as directed by the CFO or EGMPP.

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.