



## **EXECUTIVE ASSISTANT TO CEO / EXECUTIVE OFFICE MANAGER**

**- Join a Purpose-Driven Industry Peak Body**

- **Play a key role supporting the CEO of CropLife Australia**
- **Canberra-based**
- **High-impact, fast-paced environment**
- **Approx \$125K + super (*depending on experience*)**

### **The Role**

This is an exciting opportunity for an experienced Executive Assistant and Office Manager to step into a pivotal role at the heart of CropLife Australia. You'll work directly with the Chief Executive Officer, manage internal Secretariat operations, and play a vital role in supporting governance and high-level member engagement activities.

We're looking for a detail-driven, proactive operator who thrives in a fast-paced environment and is passionate about making a meaningful contribution to the agricultural sector.

### **Key Responsibilities**

- Executive-level support for the Chief Executive Officer – calendar, travel, comms, expenses
- Board and committee meeting coordination (scheduling, documents, minutes)
- Oversee internal operations and office systems
- Manage relationships with travel and office service providers
- Support policy, governance and internal admin systems

### **What You'll Bring**

- 5+ years in a senior EA or office manager role
- Highly organised with strong attention to detail
- Excellent communication skills – written and verbal
- Discretion, professionalism and confidence dealing with senior stakeholders
- Tech-savvy and eager to improve systems and efficiency

### **What's On Offer**

- Work alongside national decision-makers in a respected peak industry body
- Dynamic, collaborative and supportive team culture
- Canberra CBD office, close to Parliament and key institutions
- Competitive salary + superannuation
- Opportunity to contribute to national policy outcomes in agriculture

**Apply by Wednesday 30 April 2025** with your CV and a brief cover letter outlining your experience and motivation addressed to:

Mr Matthew Cossey  
Chief Executive Officer  
CropLife Australia

**And sent via email to:** [judith.old@croplife.org.au](mailto:judith.old@croplife.org.au)

For any inquires contact Ms Judith Old on (02) 6273 2733 or via email as above.

Further information on CropLife and a position description is available at [www.croplife.org.au](http://www.croplife.org.au)