

Position Title: Executive Assistant to CEO / Executive Office Manager **Date:** April 2025

Job Purpose:

This role provides high-level executive and operational support to the Chief Executive Officer (CEO) and plays a central role in the smooth running of CropLife’s Secretariat. You’ll manage critical administrative functions, oversee internal office operations, and ensure the CEO’s time, energy and priorities are aligned with organisational goals. You will also lead support for Board, committee and member governance functions, while managing one direct report.

Reports to: The position reports to the Chief Executive Officer

Direct reports: The Receptionist / Administrative Assistant is a direct report.

Key Duties:	Specific Accountabilities
Executive support	<ul style="list-style-type: none"> • Provide high-level professional support to the Chief Executive Officer focussing on accuracy, timeliness and presentation. • Maintain a high level of awareness of and coordinate all matters coming into and out of the Chief Executive Officer’s office. • Act as a conduit between the Chief Executive Officer and CropLife personnel to ensure the deadlines set by or required of the Chief Executive Officer are met. • Act as a point of contact for the Chief Executive Officer for external executives and their offices, CropLife members, its affiliates, stakeholders and the public. • Manage the Chief Executive Officer’s calendar to maximise time, as well as content and flow of information to CropLife personnel. • Manage the Chief Executive Officer’s travel logistics and activities, including flights, accommodation and transportation. • Manage the Chief Executive Officer’s expense documentation and claims. • Draft and prepare various types of correspondence with a professional and polished tone, including emails, letters and reports.
Board, Committee and Member Meeting Support	<ul style="list-style-type: none"> • Working closely with the Chief Financial and Operations Officer/Company Secretary, provide support to the Chief Executive Officer to ensure the effective and efficient functioning of the CropLife Board and associated committees, including: <ul style="list-style-type: none"> - manage the scheduling and coordination of online and in-person meetings; - source and manage venue and logistical arrangements; - timely preparation of meeting documentation for clearance by the Chief Executive Officer and/or Company Secretary, including in communication with the CropLife Executive Team, the setting of deadlines; - distribution of documentation; compilation of meeting documentation for the Chief Executive Officer and Chief Financial and Operations Officer/Company Secretary; and - attend meetings, as required, take detailed minutes and follow-up on action items. • Working closely with the Chief Financial and Operations Officer/Company Secretary, coordinate and organise Annual General meetings and other relevant Members’ meetings, including: <ul style="list-style-type: none"> - source and manage venue and logistical arrangements; - the timely preparation of meeting documentation for clearance by the Chief Executive Officer and/or Company Secretary; and - attend meetings, as required and take detailed minutes.

Key Duties:	Specific Accountabilities
Policies and Procedures	<ul style="list-style-type: none"> • Working closely with the Chief Financial and Operations Officer: <ul style="list-style-type: none"> - Assist in maintenance of appropriate corporate policies and procedures for the organisation, including maintenance of CropLife's Governance Guide for Directors, to ensure continued education and training on key governance matters and associated laws, together with all other relevant and necessary Board of Directors and governance documentation. - maintain and distribute personnel policies/manuals. <p><i>In this regard, responsibility for ensuring currency of policies, and compliance with external requirements rests with the CEO and Chief Financial and Operations Officer.</i></p> • Maintain an administrative manual as this relates to the operational practices of the CropLife Secretariat, ensuring currency and compliance with both internal and external requirements.
Office Management	<ul style="list-style-type: none"> • Foster a positive workplace culture. • Maintain and refine internal processes that support the smooth and effective operation of the CropLife Secretariat, including implementation of endorsed office policies and positions. • Oversee daily operations, including managing supplies, facility maintenance and ensuring a smooth workflow.
Travel Management	<ul style="list-style-type: none"> • Undertake and manage the planning and booking of travel arrangements for the CEO • Ensure staff travel alignment with CropLife's travel policies. • Lead relationship management of CropLife's corporate travel agency and its processes.
Information Technology	<ul style="list-style-type: none"> • Assist the Chief Financial and Operations Officer with coordination of external ICT service provider. • Management and oversight of CropLife's Customer Relations Management system. • Oversee the effective operation of CropLife's Business communication system.
Travel	The role requires occasional domestic travel
Other Duties:	Any other duty as may be required by the Chief Executive Officer in support of the organisation's strategic operations plan.

Attributes

- A minimum of 5 years' experience in a senior administrative role reporting directly to executive management.
- Highly organised and detail oriented.
- Discreet, trustworthy and able to maintain confidentiality.
- A proactive problem solver.
- Flexible team player, willing to adapt to changes and accept challenges.
- Excellent written and verbal communication skills.
- Well organised, strong time management skills, able to multi-task and deal with multiple competing priorities.
- Proficiency with office productivity tools and an aptitude for learning new software and systems.

Key Strategic Business Contacts for the Position:

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Internal:

Chief Executive Officer, CropLife Australia Board, CropLife Members, Secretariat Staff

External:

All key third-party contacts relating to the role of the Chief Executive Officer.

Budget Control:

As delegated by the CEO

All duties to be carried out in accordance with the CropLife Australia Human Resources Policies and Procedures Employee Handbook and personal performance objectives agreed annually with the Chief Executive Officer

Employee's Signature:

Date:

Employer's Signature:

Date: