

**Executive Assistant / PA to the Managing Director  
Avoca Resources**

Avoca Resources Limited is an ASX200 mid-tier gold producer through the Higginsville Gold Project in Western Australia.

An opportunity has become available for an experienced and professional Executive Assistant / Personal Assistant to provide high-level executive and administrative support to the Managing Director. Based at our West Perth head office, the role will provide the successful applicant with a broad range of Executive Assistant / PA functions and responsibilities, which will include;

- Attending to a diverse range of matters submitted for the Managing Directors consideration or approval, including determining and conveying priorities and approval processes;
- Preparation and distribution of documentation to Board of Directors
- Responding to and actioning of a broad range of enquiries, ensuring that the necessary follow up action is taken;
- Preparation of correspondence, reports and documentation as required;
- Researching and investigating issues on behalf of the Managing Director;
- Preparation of travel related documentation; itineraries, visas, and meeting itineraries for the Managing Director;
- Liaising with and arranging all of the Managing Directors internal and external meetings, including maintaining of an accurate and up-to-date diary system, ensuring that all related papers/information are on hand for all meetings and events; and
- Liaising with organisations and individuals with regards to sensitive and confidential matters

The successful applicant will have experience working in a senior executive assistant capacity, with a proven work history dealing with matters that are requiring a high quality of work which is prepared with discretion, confidentiality and accuracy.

To be considered for this role please forward a covering letter and CV in confidence by following the APPLY NOW prompts.

Further information regarding Avoca Resources can be sourced via  
[www.avocaresources.com.au](http://www.avocaresources.com.au)