

Executive Administration Assistant

- **Family-Owned and operated Company based in Kununurra - WA**
- **Unique Opportunity**
- **Great remuneration package on offer**

My client is a family operated business based in **Kununurra - WA**. A full-time, permanent opportunity exists for a professional and highly capable **Executive Administration Assistant** with a positive outlook to support the Managing Director with administration activities.

The position will liaise with internal and external stakeholders across finance, OHS, regulatory compliance, community and other business analysis as required.

The successful candidate will demonstrate:

- High level of professional discretion
- Demonstrated ability to interpret data and produce detailed reports
- Proficient in MS Office and ability to learn new software
- Ability to fit into a small, nimble team during a high expansion phase

This is an ideal role for a highly reliable, supportive team player who has a genuine interest in regional and remote Australia.

please apply to Anna Brown Recruitment anna@annabrown.com.au

or for further information: 0427 644 527