



Level 9, 60 Edward Street
Brisbane Qld 4000
07 3520 2500
admin@australres.com
australres.com

EXECUTIVE ASSISTANT TO CEO AND COO AND CORPORATE SERVICES

Location: Brisbane Head Office, Queensland, Australia

About Us: Austral Resources Australia Ltd is a prominent copper producer operating in Queensland's Gulf Country. We are dedicated to extracting and processing high-quality copper resources while adhering to the highest standards of safety, sustainability, and environmental responsibility. Our Brisbane Head Office serves as our corporate hub, where strategic decisions are made, innovative projects are planned, and the future direction of our operations is shaped.

Position Overview: We are seeking a highly motivated and skilled Executive Assistant to join our team at the Brisbane Head Office. The successful candidate will play a pivotal role in supporting the CEO, COO, and Corporate Services, contributing to our continued success and growth.

Key Responsibilities:

- Manage emails, respond to correspondence, and perform administrative tasks for the CEO and COO.
- Manage information flow, pre-empting your executives' needs.
- Keep the executives advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Organise and manage travel itineraries for CEO and executives.
- Being the contact point for board members, organising catering, coordinating tech, etc.
- Gather monthly reports from each department and compile them into the board report prior to monthly board meetings.
- Manage Requests for Information (RFIs) and document execution.
- Support investor relations activities, compile information, schedule media requests, coordinate investor meetings and presentations, manage social media platforms, and review press releases.
- Compile information for external reporting and support the investor relations team in report preparation and release strategy, as well as prepare for key corporate events, including the AGM.
- Assist with the management of Investor Roadshows.
- Manage recruitment and onboarding processes for both head office and site.
- Collaborate with the ESG committee to ensure alignment with emerging ESG trends.

Qualifications and Experience:

- Bachelor's degree in Business Administration, Communications, or a related field.
- Minimum of 5 years of experience as an Executive Assistant or in a similar administrative role, ideally supporting more than one executive.
- Experience in the resources sector or a corporate environment is highly desirable.
- Proven track record of managing multiple priorities with exceptional organisational skills.
- Ability to work autonomously to deadlines and manage conflicting priorities.
- Experience with managing social media platforms and investor relations.
- Experience working with a high level of confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Skills and Attributes:

- Excellent organisational and time management skills.
- Strong written and verbal communication skills.
- Ability to handle confidential information with discretion.
- High attention to detail and accuracy.
- Strong problem-solving skills and ability to work independently.
- Proactive and able to anticipate the needs of executives.
- Ability to work under pressure and meet deadlines.
- Strong interpersonal skills and the ability to work collaboratively within a team.

How to Apply: If you are passionate about the resources sector and meet the above criteria, we would love to hear from you. Please submit your resume and a cover letter detailing your relevant experience and why you are the ideal candidate for this position to Bronagh Freeman (admin@australres.com).

Contact Information: For further information or inquiries, please contact Bronagh Freeman at admin@australres.com.

Due to the volume of applications, only successful applicants will be contacted.