

Executive Assistant – Assets & Capital Works

 Hurstville NSW (On-site)

 Full-Time Temporary Contract (6 months)

This role suits an initiative-taking, tech-savvy and organised Executive Assistant who enjoys a fast-paced work environment, learning new systems quickly, and supporting executive and project teams.

About us

The Anglican Schools Corporation (ASC) is a network of 18 schools operating across Greater Sydney, the South Coast, and the Central West of NSW. We are committed to serving Christ by equipping students for His world, through the provision of affordable, quality Christian education.

The Opportunity

This is a fantastic opportunity to be part of a dynamic, purpose-driven workplace where belonging matters, the work you do is meaningful and future-impacting, and Christ-centred values guide word and deed. Servant-heartedness is integral to all that we do.

You will be joining a collaborative Group Office team that supports schools through effective governance, safe operations, and sustainable growth.

The Role

The Executive Assistant (Assets & Capital Works) provides high-level executive assistance to the Executive Manager Assets & Capital Development, together with project and administrative support to the Assets & Capital Works team across ASC's network of schools.

This role is essential to the smooth operation of ASC's capital works portfolio. You will support executive priorities, coordinate documentation and communications, assist with financial and project administration, and help maintain accurate records and reporting to enable informed decision-making.

You will be a trusted, highly organised professional who can manage confidential matters with discretion, juggle competing priorities, and support both technical and non-technical stakeholders across multiple sites.

In addition, this role plays a key part in creating and maintaining high-quality templates, documents and presentation materials that support clear communication, consistency, and professionalism across the capital works portfolio.

For further detail, please refer to the Role Description – Executive Assistant (assets & Capital Works).

About You

You are an experienced Executive Assistant or senior administrator who thrives in a fast-paced environment supporting senior leaders and project teams.

You bring:

- Proven experience providing high-level executive and team support, including diary management, meeting coordination, and document preparation.
- Strong organisational skills with excellent diligence and follow-through.
- Experience creating professional templates, documents, reports, and presentations to support executive, project, and stakeholder needs.
- Confidence using Canva (or similar design tools) to develop clear, on-brand and engaging materials.
- Strong digital capability and high adaptability to new systems and software, with the ability to learn unfamiliar tools quickly and independently.
- Experience with invoice processing, record management, and administrative workflows
- Clear and professional written and verbal communication skills
- Confidence working with Microsoft Office and business, finance, or project management systems.
- The ability to build positive working relationships with a wide range of stakeholders.
- Sound judgement, discretion, and the ability to manage confidential information.

You hold a current NSW Working With Children Check (Employee) (or are willing to obtain one), have full Australian working rights, and bring a genuine commitment to ASC's Christian values and mission.

Experience supporting projects, capital works, facilities, construction, or property portfolios (particularly in education or not-for-profit settings) will be highly regarded.

How to Apply

If you are looking to apply you are executive and administrative expertise in a role that combines organisation, collaboration, and meaningful purpose, we would love to hear from you.

Please submit your application by **9:00 am on Thursday, 30 April 2026** to:

recruit-people@tasc.nsw.edu.au

Your application should include:

- A cover letter (maximum 2 pages) outlining your experience and alignment with ASC's values.
- A current CV

Note: only applications that include both a CV and cover letter will be considered. Incomplete applications will not be progressed.

We kindly request that recruitment agencies do not submit candidates for this role.