

## Office Manager/Executive Assistant – Funds Management

BetaShares is one of Australia's leading managers of Exchange Traded Funds ("ETFs") and related products, with a reputation for innovation and "market firsts". ETFs have been one of the fastest growing categories of investment products globally and in Australia over the last decade and the market is set to continue growing strongly in the coming years.

ETFs are traded on the ASX like any share and deliver transparent exposure to a broad range of market indices and asset classes including Australian and international equities, cash, commodities, currencies, income strategies and alternatives. BetaShares diverse suite of 40 funds is also uniquely positioned in the market in that it offers exposures that may be suitable to both rising and falling markets.

### **Role Summary**

BetaShares is seeking a high energy, self-motivated individual to join our team and help build on our successes.

As a valued and key contributor within the team, you will play an integral role in the customer service and organisational strength of our company. The Office Manager will provide administrative support, greet and direct visitors and manage day to day operational activities. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanour.

Any knowledge and an interest of financial markets and its products will be highly regarded in this role.

### **Responsibilities**

Key responsibilities of this role will include:

- Greet visitors and direct them to the appropriate offices including organising catering where appropriate.
- Set-up and manage tele conference facilities
- Assist in set-up & managing client events
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Schedule meetings and travel arrangements for senior members of the company
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Track stocks of office supplies and place orders when necessary

### **Key skills and experience:**

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organisational and leadership skills
- A qualification in secretarial studies (or similar) will be well regarded
- High school diploma; BSc/BA in office administration or relevant field is preferred
- 2+ years' experience working in an office setting
- Excellent written and verbal communication skills
- Ability to multi-task and prioritise projects

- Customer-service oriented
- Able to complete complex administrative tasks with minimal supervision.
- Strong character references

To apply for this role, please email your cover letter, CV to [careers@betashares.com.au](mailto:careers@betashares.com.au).