

## **Executive Assistant to the CEO and Board Secretary**

### **Full Time, limited term contract to the 30<sup>th</sup> June 2026**

The Executive Assistant (EA) to the Chief Executive Officer (CEO) / Board Secretary has day to day responsibility for providing confidential administrative support to the CEO and Board of Management and Board of Management Sub Committee Chairs.

#### **Why Join our team**

Omeo District Health provides attractive conditions including generous Salary Packaging. Flexible working arrangements such as job-sharing options could be considered for this role.

Omeo District Health (ODH) is a publicly funded, Small Rural Health Service located in East Gippsland's High Country. This spectacular Alpine region of Victoria, is a lifestyle destination with Dinner Plain, Mt Hotham and Falls Creek alpine snow resorts a short drive away. A great place to enjoy many outdoor pursuits. Omeo will also soon have its own, competition level Mountain Bike Park currently in construction.

Should you wish to discuss the role further please contact:

Katie Van Heek, Corporate Services Manager on 5159 0100 or via email to:

[katie.vanheek@omeohs.com.au](mailto:katie.vanheek@omeohs.com.au)

**For a full position description visit our website at [www.odh.net.au](http://www.odh.net.au)**

**To apply, please submit a cover letter and resume to [recruitment@omeohs.com.au](mailto:recruitment@omeohs.com.au)**

**Applications close 5pm, 21<sup>st</sup> March 2025**

*Omeo District Health is a merit-based equal opportunity employer and encourages applications from people of all cultural backgrounds, including diversity (LGBTIQ) and people with a disability.*