

EA to CEO



- **Actors, Journalists & Entertainers Alliance**
- **Additional annual leave allowance**

The Media Entertainment & Arts Alliance is the professional organisation for the media, entertainment, sports and arts industries. It represents actors, journalists and entertainment industry employees and has over 20,000 members.

You'll be responsible for the overall operation of the Executive Office including coordinating committee meetings and minute taking, as well as providing high-level strategic support to the CEO and management team.

You have several years experience supporting senior management, and can demonstrate your ability to manage priorities and use judgement to facilitate complex situations with tact and discretion.

If you want to advance the interests of the people who inform and entertain Australia, please contact Annie Barker on 02 8243 0505 or forward your resume to cv@bossrecruitment.com quoting ref # 30313.

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