

Executive Assistant

Tourism and Events Queensland

Tourism and Events Queensland (TEQ) is a statutory body of the Queensland Government and the State's lead tourism marketing, destination and experience development and major events agency.

TEQ's vision is to inspire a global desire for Queensland by showcasing its unique identity through bold world-class marketing and events – driving travellers to choose our state and deepening pride in the place we call home.

Purpose of the role

The Executive Assistant provides high level administrative support to the Group Executive Marketing and Group Executive Events and provide administration support to the Destination Events and Business Events grants programs.

You will bring to the role

Must have	Great to have
<ul style="list-style-type: none">▪ Organisational skills with the ability to work to a high standard under pressure and deliver on competing priorities.▪ Demonstrated ability to liaise with a variety of stakeholders in a professional and proactive manner.▪ Exceptional interpersonal skills including tact and sensitivity.▪ Administrative skills or executive assistant experience with high attention to detail.▪ Strong problem-solving skills and influencing abilities.▪ Proficiency in Microsoft Office Suite, Microsoft Teams, and SharePoint.	<ul style="list-style-type: none">▪ Knowledge of and/or experience in the Tourism and Events Industry.▪ Experience using SharePoint, NetSuite, Corporate Travel Management or similar would be highly regarded.

What you will do

Accountability	Major Activities
<ul style="list-style-type: none">▪ Executive Assistance	<ul style="list-style-type: none">▪ Maintain a close working relationship with the Group Executives via strong communication and regular updates.▪ Undertake diary management and domestic and international travel for the Group Executives.▪ Ensure smooth communication and service for the Group Executive's contact with internal and external stakeholders.
<ul style="list-style-type: none">▪ Administration Support – Destination Events and Business Events programs	<ul style="list-style-type: none">▪ Provide support and general administrative assistance to the Destination and Business Events teams relating to grants administration.▪ Undertake administrative aspects of the Destination and Business Events programs including tracking status of

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	internal processes, producing and monitoring contract deliverable documents as well as coordinating, attending and minute meetings with stakeholders, document management support and administering funding via TEQ internal financial systems.
<ul style="list-style-type: none"> Coordination Support 	<ul style="list-style-type: none"> Provide meeting coordination to the Groups including catering, collating, and distributing the agenda, minutes and action items. Coordinate financial requirements e.g., expense claims, purchase orders, invoices, credit card reconciliations, and contract review and processing. Manage internal and external communications in a timely and appropriate manner. Produce quality reports, correspondence and presentations.
<ul style="list-style-type: none"> Other Duties 	<ul style="list-style-type: none"> Other duties as directed Ensure tasks undertaken adhere to all TEQ's policies, procedures and guidelines.

How you will do it

Capability	How you will display it
<u>Innovative</u>	<ul style="list-style-type: none"> Learns about changes external to TEQ that may help improve efficiency of TEQ and/or partners When useful, reviews and reports efficiently and cost effectiveness of existing processes in role Raises and, when agreed, implements ideas that create value for role
<u>Agile</u>	<ul style="list-style-type: none"> Takes on more responsibility when initiatives are likely to impact team Solutions focused when managing obstacles to change Considers and assures relationship owners for stakeholders who may be affected by a workplace or industry change
<u>Energetic</u>	<ul style="list-style-type: none"> Responds to ideas with high enthusiasm and interest to encourage energy in others Recognises when drive and passion are beneficial and when to scale back and assure balance Displays self-management and focus in response to unexpected challenges
<u>Collaborative</u>	<ul style="list-style-type: none"> Considers / encourages feedback on matters that affect others Consistently invests time with other teams to resolve challenges and co-create Finds ways to establish a mutual benefit to strengthen involvement and support
<u>Results Oriented</u>	<ul style="list-style-type: none"> Develops clear and practical plans that link with TEQ strategy and cover appropriate level of detail

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	<ul style="list-style-type: none">▪ Proactively identifies obstacles and applies industry knowledge to develop workforce tactics to resolve▪ Delivers responsibilities in a timely manner and to high standard▪ Timely response to unexpected challenges
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About the role

Position title:	Executive Assistant
Level:	Level 4
Salary:	Starting from \$83,803 base plus 12.75% superannuation
Status:	Temporary, Full Time until 17 July 2026
Group:	Events
Team:	Events
Location:	Fortitude Valley
Reports to:	Group Executive Marketing and Group Executive Events
Direct reports:	N/A
Key Stakeholders:	All TEQ Groups and External Stakeholders

Closing Date: 15 September 2025

Additional Information

- Applications will remain current for a period of up to 12 months after the closing date of the original vacancy and may be used for recurring or similar vacancies.
- A probationary period of three months will apply to appointees external to TEQ.
- Pre-employment checks will occur prior to any offer of employment being made. Checks may include:
 - Referees
 - Proof of eligibility for appointment (i.e. residency/citizenship status or evidence of your Australian working visa)
 - Criminal history
 - Mandatory qualifications
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the previous two years.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to indicate this in their application.
- Late applications cannot be submitted via the online job boards so please allow enough time before the closing date to submit your application. The selection panel will decide if they will accept a late application.
- TEQ will manage your personal information collected through a recruitment and selection process in accordance with the [TEQ Privacy Statement](#).

Equity and Diversity

Tourism and Events Queensland recognises the importance and uniqueness of Queensland’s Aboriginal and Torres Strait Islander cultures and has developed a Reconciliation Action Plan to demonstrate our commitment towards reconciliation through how we operate and do business. We encourage Aboriginal and Torres Strait Islander people to apply for this position. This is an is an equal opportunity measure under section 105 of the Anti-Discrimination Act 1991.

We are committed to providing a diverse and inclusive workplace including making any reasonable adjustments to support you through the recruitment process.