



Executive Officer

- Multi award winning company
- Consummate professional & the perfect foil
- Remuneration range \$78-\$97K

The seniors living and aged care industry is one of the fastest growing in Australia and across the globe. IRT is at the forefront of this dynamic and competitive industry, passionate about providing quality care and lifestyle options and breaking new ground in research and service delivery. The Group operates across South Eastern Queensland, Sydney, ACT, Illawarra and the South Coast of NSW and plays an active role in national policy and care strategy development.

The Executive Officer provides essential secretariat support to the CEO, C-level Officers and the Board of Directors to enable optimal performance. IRT is a rapidly growing business, led by an energetic and transformational leader. Accordingly, this role demands an exceptional individual and consummate professional. A logical, proactive, action orientated and empathetic person who seeks a level of inspiration to justify their high standards.

Your natural tendencies are in synch with the expectations of the office and IRT brand messages. Your rare talent is your capacity to structure then consume challenging workloads to deliver quality outputs consistently. You rarely make mistakes; and you're great at providing the foundations to enable those around you.

You set the bar on the highest rung; you pride yourself on knowing which font; which chart, or graph; the event or function that can't be missed; who likes detail and who likes it clipped; and eventually, you'll know the answer before the question's asked. You are a rare breed; learned, worldly, commercially astute, impeccably presented, self-reliant and collaborative; completely in tune with the machinations and pressures of the life of an Executive.

IRT offers excellent employment conditions and career opportunities combined with the benefits of the wonderful Illawarra lifestyle.

Please apply in confidence by 19 May 2013 to Scott Butler at vacancy@butlerhr.com.au



Butler HR