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**Job Description: Group Executive Assistant**

**Type: Full Time**

**Location: Melbourne**

**Date: Immediate**

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**About Telix Pharmaceuticals Limited**

Telix is an Australian public company (ASX: TLX) headquartered in Melbourne with international operations in Europe, the US and Japan. Our vision is to be a leading, global biopharmaceutical company in the field of “theranostic” radiopharmaceuticals and we are currently developing a portfolio of clinical-stage products that address significant unmet medical needs in oncology and rare diseases.

**Description**

We are currently looking for an Executive Assistant to provide high level support to the Executive Management Team of Telix Pharmaceuticals. The successful candidate will act as a pivotal link between the Executive Team and internal and external stakeholders.

No two days will be the same however the core focus of the role will be providing administrative support to the Executive (CEO, Group COO, Group CFO, General Counsel, President AsiaPac) and other Global Executive team members as required. Other responsibilities include:

- Ensuring the physical and virtual infrastructure, including organisational systems, related 3<sup>rd</sup> party vendor agreements and processes, are established and professionally and efficiently managed.
- Company Secretary support for Board meetings: facilitating board papers, logistics and minutes
- Managing incoming and outgoing communication to the business
- Making travel arrangements/itineraries for the ANZ group and where required, for regional teams when HQ initiated
  - o Travel policy ownership, negotiating rates and profiles
- Liaising with regional Executive Assistants
- Reports and presentations as required
- General office duties and administrative support to wider HQ team as required.
- People & Culture support: onboarding of ANZ staff and maintaining global organisational chart

We are looking for an individual with superior interpersonal and communication skills who demonstrates a willingness to work collaboratively with global team members across multiple time zones. Strong organisation and prioritisation skills are a must! A proactive approach and commitment to high quality outcomes are also required.

To be considered for the role, you must have progressive experience in a similar role in a complex, dynamic organization. Candidates must demonstrate advanced proficiency in writing, editing, and proofreading. Advanced skills with MS Office (Word, Excel, Outlook, PowerPoint) and a high level of competence with office, corporate and internet software programs are also required.

This is an exciting time for Telix. Come join us on our mission to help patients with cancer live longer, better quality lives!

No agency submissions will be considered for this role.