

# Board Secretary and Executive Assistant to the CEO

## Full-time, Ongoing – 1.0 EFT

Are you a highly organised professional who thrives on bringing order to complexity? Omeo District Health is seeking a Board Secretary & Executive Assistant to the CEO to play a critical role in supporting effective governance and executive leadership. This unique opportunity combines professional Board and Committee secretariat responsibilities with high-level executive support to the CEO. You will be the driving force behind the organisation's governance calendar, ensuring key reporting, compliance and governance obligations are delivered on time while supporting strategic decision-making at the highest level. If you are proactive, detail-oriented, discreet and enjoy working with senior leaders and stakeholders, we'd love to hear from you.

### Why Join Our Team

Omeo District Health 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 District Health (ODH) provides attractive conditions including generous salary packaging.

### Should you wish to discuss the role further please contact:

**Katie Van Heek, Finance and Operations Manager on 5159 0100 or email at**

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

### To apply, please submit a cover letter and resume to:

**[recruitment@omeohs.com.au](mailto:recruitment@omeohs.com.au)**

### Applications close 5pm on Friday 4<sup>th</sup> September 2026

*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.*