



## Are you ready to join an inclusive workplace that values diversity and collaboration? Windlab is hiring and we want you to join our team.

We are actively seeking a seasoned Executive Assistant to provide dedicated support to Windlab Executives and contribute to the efficient operations of our Brisbane office. If you have a wealth of experience in this role, we encourage you to apply and become an integral part of our team.

### About Us

Our organisational culture is central to our success, and our pillars of character drive everything we do:

- **Speak up** - Make a difference. The biggest challenge humanity faces need big brains, big voices, and fresh perspectives.
- **Respect expertise** - Listen and learn, always. Ability trumps hierarchy. Share smarts and contribute.
- **Prove it** - Science and business do not progress on assumptions. The problems we are solving deserve robust justification. –
- **Collaborate** -Our skills mix is our superpower. Democratise knowledge, multiply capacity.

Windlab is the 100% Australian global renewable energy company championing the nation's clean energy transition.

### About the Role

This critical Executive Assistant position supports Windlab Executives, delivering top-tier executive administrative assistance in a dynamic and forward moving environment. Additionally, this role plays a vital part in ensuring efficient functioning of Windlab's Brisbane Office.

### Who we are looking for!

Your proven track record in supporting C Suite Executives, exceptional stakeholder engagement, collaborative team approach, and outstanding verbal and written communication skills make you an ideal candidate. Your meticulous attention to detail, discretion, and commitment to confidentiality are second to none, complemented by advanced technical abilities.

Don't miss this opportunity to join our dynamic and forward-thinking team! We eagerly await the arrival of our newest team member. Apply now!"

### Click [HERE](#) to apply

- Applicants are encouraged to apply at their earliest convenience. Windlab will remove this advertisement if the position is filled.

- Successful applicants must be eligible to work in Australia and agree to provide information for pre-employment checks if required for the position (which may include police record checks).

***We are proud to be recognised as an employer of choice for women by WORK180***

***We are a 2024 Circle Back Initiative Employer – we commit to respond to every applicant***

*At Windlab we value the expertise and experience that each individual brings to our workplace. If there is a better way, a fresh perspective, or a counterpoint then we want to hear about it. We like to share knowledge, test thinking, bring the community into the process and ultimately multiply capability. We are looking for people from all backgrounds to join our team and help us make renewable energy cheaper, easier, and more reliable. We encourage people from diverse backgrounds including women, Aboriginal and Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with disabilities to apply.*

