



Level 10, 88 Tribune Street
South Brisbane, QLD, 4101
ABN 38 618 965 595

aruga.com.au

Position Description: Executive Assistant (Part-Time)

Position Title:

Executive Assistant

Reports To:

Co-Founders (Primary), Agency Director (Secondary)

Employment Type:

Part-Time (20+ hours per week – flexible based on applicant preference)

Location:

Brisbane

About Aruga

Aruga is an award-winning marketing communications agency proudly based in Brisbane, where bold ideas meet brilliant execution. We craft campaigns that spark conversations, build brands and make a measurable difference. From arts and entertainment to tourism, government, lifestyle and beyond, our work is as diverse as our people.

Authenticity. Excellence. Boldness. Passion. Fun. These are the values that shape who we are, how we work and what we deliver. We're a fast-moving, high-performing team who support each other, celebrate each other and always aim to leave the industry better than we found it.

Position Summary

We're on the hunt for a dynamic and highly organised Executive Assistant to support our Co-Founders and Agency Director in driving Aruga's continued success. This role is integral to the seamless operation of both our leadership team and the day-to-day running of the Aruga office. From managing calendars to managing supplies, you'll bring order, energy and structure to the heart of our creative agency.

The successful candidate will be a savvy, future-thinking administrator who thrives in a fast-paced, high-performance environment. You'll be trusted to work autonomously, respond swiftly and thoughtfully to shifting priorities, and bring structure and clarity to the creative chaos.

Key Responsibilities

Executive Support:

- Provide high-level executive assistance to Aruga's Co-Founders including calendar management, meeting coordination, travel arrangements and email correspondence.
- Prepare briefing documents, presentations, reports and agendas to support strategic priorities.
- Track and help manage key deadlines, milestones and deliverables across internal and external commitments.

- Proactively anticipate needs and remove obstacles to keep leadership operating at peak performance.

Agency Support:

- Support the Agency Director in the coordination of team communications, initiatives and daily operations.
- Welcome visitors, clients and new team members with warmth and professionalism.
- Contribute to the overall smooth functioning of the agency by managing office systems, records, suppliers and inventory.
- Liaise with internal teams and external stakeholders on behalf of senior leadership with professionalism and care.
- Assist in the planning and delivery of agency events, celebrations and team initiatives.

Office Management & Administration:

- Own the smooth day-to-day operation of the office – from ordering supplies and managing inventory to coordinating maintenance and supplier relationships.
- Maintain tidy, functional and inspiring shared spaces.
- Manage general administration including filing, inbox monitoring, document formatting and meeting room setup.
- Assist with onboarding new team members (desk setup, tech access, welcome packs etc).
- Be the go-to person for anything that helps the office and team run smoothly.

About You

You are:

- An experienced administrator or EA with a track record of supporting senior executives in busy environments.
- Calm under pressure and naturally proactive – you think two steps ahead and thrive on getting things done.
- Fast but measured – equally comfortable managing competing priorities and making things look effortless.
- Discreet, trustworthy and emotionally intelligent – you know how to read a room.
- Exceptionally organised and detail-oriented, with strong written and verbal communication skills.
- Tech-savvy and process-driven, with a natural flair for systems and workflow improvements.
- You're not above jumping into the small stuff – you know that the little things often make the biggest difference.

What We Offer

- A creative, collaborative and inclusive workplace where your voice matters.
- A dynamic agency environment at the epicentre of Brisbane's creative and cultural scene.



Level 10, 88 Tribune Street
South Brisbane, QLD, 4101
ABN 38 618 965 595

aruga.com.au

- Access to career progression, mentorship and professional development.
- Hybrid and flexible working options to support work-life balance.
- Regular team perks including events, wellness initiatives and industry networking opportunities.
- The chance to work alongside some of the state's boldest thinkers and brightest talent and shape how our office runs and feels.

To Apply

Send your CV and a short note outlining why you're the right fit to Agency Director Tracy Llewelyn on tracyl@aruga.com.au. We can't wait to meet you.