



Job Description

Head of Corporate and Administration

Document Control

Position Title: Head of Corporate and Administration

Department: Corporate and Administration

Reports To: Chief Operating Officer (COO)

Version: 1.0

Job Overview

The Head of Corporate and Administration oversees the coordination and efficiency of all corporate services and administrative functions within Grand Royale Group. This role ensures that the organisation's operations, communications, and documentation processes run smoothly and effectively. The position plays a vital role in maintaining corporate governance, executive support, and administrative excellence across all business units.

Key Responsibilities

Operational Leadership

- Oversee the management of corporate services, records, and administrative systems.
- Ensure effective communication and coordination between departments.
- Manage document control, company registers, and filing systems in line with legal requirements.
- Support the implementation of company-wide policies and standard operating procedures.

Executive Support & Governance

- Provide executive-level support to the CEO and senior management.
- Coordinate board and management meetings, including preparation of minutes and reports.
- Ensure corporate compliance with ASIC, Fair Work, and WHS regulations.
- Support the preparation of annual reports, strategic documents, and internal communications.





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Operational Efficiency & Process Improvement

- Develop and implement administrative systems that improve efficiency.
- Oversee office management, procurement, and facilities coordination.
- Support internal audits and contribute to quality management processes.
- Identify opportunities for cost-saving and resource optimisation.

Leadership & Team Development

- Lead and mentor administrative staff across business units.
- Ensure consistent performance standards and professional development.
- Foster collaboration between departments for smooth operational flow.
- Promote a service-oriented and accountable workplace culture.

Qualifications and Experience

- Bachelor's degree in Business Administration, Management, or related field.
- Minimum 7–10 years' experience in corporate administration or operations management.
- Proven experience managing multi-site administrative functions.
- Strong understanding of corporate compliance, WHS, and governance frameworks.
- Demonstrated ability to manage teams and coordinate high-level projects.

Skills and Competencies

- Excellent organisational and leadership skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office and business management systems.
- Detail-oriented with strong problem-solving capability.
- High level of professionalism, integrity, and confidentiality.

Working Conditions

This is a full-time leadership position based at Grand Royale Group's head office in Gold Coast, Queensland. The role involves close collaboration with executive and operational teams across the organisation.





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Key Performance Indicators (KPIs)

- Efficiency and accuracy of administrative operations.
- Compliance with corporate governance and reporting requirements.
- Team performance and stakeholder satisfaction.
- Timeliness of documentation and meeting deliverables.
- Contribution to organisational communication and coordination.

Company Values and Culture

Grand Royale Group values professionalism, collaboration, and accountability. The organisation is committed to maintaining operational excellence and fostering a respectful, inclusive, and high-performing workplace culture.

Career Path

This position offers progression opportunities into senior leadership roles such as Director of Corporate Services or Chief Operating Officer (COO) within Grand Royale Group or the broader hospitality industry.

