

# EXECUTIVE SUPPORT AUSTRALIA

We take care of the routine things so you can focus on your core business

## Our services

We provide high-level professional executive support to industry associations, government and private sector committees, task forces, advisory bodies and boards.

With over 20 years professional experience in government and industry we will coordinate your high level meetings and save you time and money.

Under your direction we will arrange your high-level meetings including preparing and distributing agenda and meeting papers.

We will also attend the meeting, take notes and prepare the minutes, distribute them and follow up the agreed actions on your behalf.

### Our expertise covers:

- Facilitation including co-ordinating high-level meetings
- Project Management
- Policy and strategy development
- Governance
- Business development
- Developing funding applications

## CONTACT

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Executive Support Australia is a registered business name under:

**Asumadu**  
**Pty Ltd.**

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