



PROFILE



Wendy Freimayer
Executive Assistant / PA
Ashington Group Holdings Pty Ltd

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Wendy commenced her career in 1990 working in Account Administration in the General Insurance sector, until 1997 when she changed her profession to the Funds Management and Financial Planning sector. Wendy was Executive Assistant to the State Manager of Perpetual for twelve months before having children. She then spent five years fulfilling a Managerial and Administrative role in a boutique Financial Planning business.

Wendy has been working as Kent's Executive Assistant since March 2006 and has an all encompassing role of Personal Assistant, Group Liaison, Financial and Project Assistant as well as General Administration duties.

Wendy enjoys the challenge of making sure all aspects of the office and projects run as smoothly and efficiently as possible.

Juggling her work and family responsibilities Wendy still finds time to actively assist in the community and enjoys her family's many sporting and musical activities.

As Executive Assistant, Wendy's personal focus is to:-

- As Office Manager, ensure the smooth operation of processes, policies and systems
- As Personal Assistant to the Managing Director, manage sponsorships and communicate with key stakeholders
- Provide Ashington with support in the areas of risk management and compliance
- Contribute as a team member to the growth of Ashington
- Be the central contact for the Family Group
- Maintain integrity, confidentiality and professionalism