



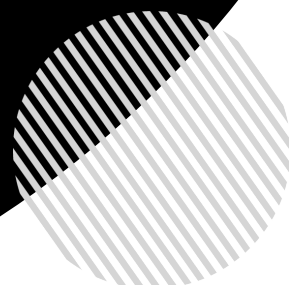
AJ&CO

Rachel Quinn

National Executive Officer



The best executive support is invisible – everything runs so seamlessly that the people you serve can focus entirely on what they do best. That's what drives me. Trust, integrity and genuine care for the people around you are the foundation of everything. This profession is my passion, not just the work itself, but championing the incredible people who do it.



Rachel is a highly accomplished Senior Executive Assistant with over 25 years of experience providing trusted, high-level support to C-suite executives and Managing Partners across some of Queensland's most respected organisations.

Introduction

Known for her exceptional discretion, strategic instinct and ability to anticipate the needs of senior leaders, Rachel has built a career on delivering executive operations that are seamless, sophisticated and closely aligned to organisational goals.

Rachel's expertise spans the full breadth of executive support – from complex diary and correspondence management and Board and Committee secretariat functions, to high-level stakeholder engagement, executive event coordination and team leadership. She brings equal parts professionalism and warmth to every working relationship, and is trusted at the highest levels with sensitive and confidential information.

Beyond her professional role, Rachel is a passionate advocate for the administrative profession. As Queensland Vice President of the Australian Institute of Office Professionals and co-founder of EA Influencers Brisbane, she has dedicated herself to mentoring emerging talent, building community, and elevating the profile of administration professionals across Queensland. Her personal values – trust, integrity, passion and dedication – are reflected in everything she does, both inside and outside the office.

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Expertise

- C-Suite & Managing Partner Executive Support
- Board & Committee Secretariat Management
- Complex Diary, Inbox & Priority Management
- Briefing Notes & Board Paper Preparation
- Confidential Correspondence & Communications
- Stakeholder & Government Relations
- Executive Event Coordination & Management
- Domestic & International Travel Management
- Team Leadership, Mentoring & Culture Building
- Project Planning & Execution
- Budget Oversight & Financial Reconciliation

Experience

Recent transactions of note include:

- Executive Assistant to the Chief Purpose Officer – Strategy, Member & Community, Royal Automotive Club of Queensland (RACQ) (2024–2025)
- Executive Assistant to the Chief Executive Officer, Healthy Land & Water (2010–2024)
- Full secretariat management of two Boards and five Committees, including agenda setting, papers, minutes and action tracking
- Coordination and delivery of large-scale executive events for up to 450 delegates, including strategy days, stakeholder dinners, award functions and roadshows
- Stakeholder engagement across Federal, State and Local Government bodies throughout a 14-year tenure at Healthy Land & Water
- Established EA Cohort networks at RACQ, creating cross-organisational communities of practice for administration professionals
- Hosted a sold-out BCEC event for 150 of Queensland's senior administration professionals, interviewing Sir Richard Branson's former Executive Assistant, Samantha Cox
- Active member, RACQ Inclusion Committee and Reconciliation Action Plan Committee

Professional Leadership

- QLD Vice President, Australian Institute of Office Professionals
- Co-Founder, EA Influencers Brisbane
- Board Member, Australian Assembly of Administrators
- Judge, Australian Administration Awards
- AIOP Committee Member

Qualifications

- 2025 Microsoft AI Certificate
- 2022 Mini Master of Business Administration
- 2020 Advanced Diploma – Management & Leadership
- 2020 Advanced Diploma – Business
- 2018 Commissioner of Declarations
- 2012 Diploma of Management



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