



Job Title: Executive Assistant

01/05/2018

Executive Assistant Job Purpose

Provides support to senior management with organization, scheduling, correspondence and meetings. Takes responsibility and ownership of office organization, project management, deadline compliance, and important documents and files.

Executive Assistant Job Duties

- Organize and schedule meetings
- Prepare meeting agendas, perform research for meetings, and take minutes during meetings
- Book business travel arrangements, including flights, transportation, and lodgings for senior management and other staff members
- Maintain office correspondence, including receiving post, crafting routine electronic correspondence, and maintaining social media presence
- Perform reception duties such as answering phones where necessary
- Manage the diaries and schedules of senior management
- Communicate with Board Members, schedule Board Meetings, and arrange meeting agendas
- Liaise with clients and business guests
- Organize media appearances and events
- Solve simple IT problems and contact the IT department when necessary
- Maintain electronic filing system, ensuring processes and software are up to date and in working order
- Manage projects and follow-up with team members where required
- Maintain a strong working relationship with other relevant departments, including HR, IT, Sales, and PR.
- Liaise with other staff members on behalf of senior management
- Assist with HR duties, and recruitment duties, including on-boarding new staff members.
- Prepare and deliver monthly reports
- Maintain customer confidence and protects operations by keeping information confidential
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
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Executive Assistant Skills and Qualifications

Executive Support Experience, Administration, Organization, Clerical Skills, Clear Communication Skills, Initiative, Time-Management, Workload Management, Discretion, Multitasking, Professionalism, Scheduling, Planning, Strong Attention to Detail, Confidence, Flexibility, Self-Motivation, Team-Oriented, Persistence, The deadline Of this Position will be on 24May 2018