

JOB DESCRIPTION

Executive Assistant

The Executive Assistant will manage mostly business-related tasks for the executive team such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. The role interacts with the Microsoft Office suite and requires extremely fast problem-solving skills.

Executive Assistant Responsibilities:

- Preparing reports, memos, purchase orders, invoices, letters, and other documents.
- Answering phone calls and routing calls to the correct person or taking messages.
- Filing and retrieving corporate records, documents, and reports.
- Managing Executives calendars and ensuring sensitive meetings are prioritized and Executives are aware of and have sufficient times to manage meeting schedules.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Organising meetings, including scheduling, sending reminders and organizing catering where required.
- Helping prepare for meetings & accurately recording and writing minutes from meetings within agreed timeframes.
- Greeting visitors and identifying if they should be able to meet with Executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analysing incoming memos, submissions, and distributing them to Executives as needed.
- Coordinate travel arrangements for Executives.
- Performing general office duties including ordering supplies and managing a records database.
- Act as a virtual assistant.
- Provide general administrative support to Executives.

Executive Assistant Requirements:

- Proven experience as an Executive Assistant or other relevant administrative support experience.
- Driver's license
- In-depth understanding of entire MS Office suite.
- Ability to organize a daily workload by priorities.
- Must be able to multitask and meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- High understanding and application professional discretion

