

JOB DESCRIPTION FORM

Job Title:	Executive Assistant
Job Objective/Purpose of Job:	This role is to provide high level and confidential secretarial and administrative support to Executive Management serving as the administrative and functional point person for the Executive's official and personal matters.
REPORTING RELATIONSHIPS:	
Reports To:	Co - CEOs
Supervises:	

Job Duties/ Responsibilities/ Accountabilities:

Job Description

- Provide full-spectrum secretarial and administrative functions to the Executive Management and as required, to members within the organization.
- As directed by the Executive Management, independently draft and if required, respond/handle all in-coming and out-going e-mails and correspondence on Management's behalf.
- Organizing and attending meetings and ensuring the Executive Management is well-prepared for the meetings and take minutes of such meetings.
- Assisting in keeping track of project deadlines for the Executive Management.
- Maintain an accurate calendar/schedule of appointments for the Executive Management.
- Liaise with Admin Officers to co-ordinate and plan all travel itineraries, collate, compile and submit all Travel Expense claims as relates to the Executive Management's trips/travels to the Finance team, and to follow-up on such matters to ensure that all claims received are accurate and on-time.
- Taking all phone messages accurately, forwarding calls as necessary and from time to time, as required to act as a representative to independently handle calls according to pre-agreed guidelines stipulated by the Executive Management.
- Assist with the preparation of presentations (PowerPoint), proposals and client deliverables, i.e. taking instructions from other individuals or service departments as necessary, to ensure that project timelines and deliverables are met as outlined by the Executive Management.
- Any other ad hoc duties as and when required by the Executive Management.

JOB SPECIFICATIONS:

Education Qualification:	<ul style="list-style-type: none">• HND/Bachelor's Degree in Secretariat Studies, Business Administration or equivalent qualification in related subject.• Minimum 1 year of relevant experience in Secretariat or Office Management role.• Strong IT skills in MS office including SharePoint, Excel, PowerPoint, Outlook and Word
Required Key Skill:	<ul style="list-style-type: none">• Good organisation/administration skills• Deep understanding of records management lifecycle• Critical thinking skills and the ability to research and understand legal and financial implications.• Event management skills• Ability to work in a team and independently.• Deadline, achievement and target orientated.• Ability to demonstrate sound work ethic, communicate professionally with senior management and personnel of all stakeholders.• Clear verbal and written communication in English.• Good self-management and office mannerism commensurate with working in open plan offices.• Effective communication, negotiation and interpersonal skill.• Exceptional attention to detail, and talent for accuracy and precision

KEY PERFORMANCE INDICATORS

- **Zero incidences of error on Directors Itinerary**
- **Timely delivery of assigned tasks by action parties at meetings with Executive Management.**
- **Timely submission of daily, weekly and monthly reports**
- **Timely development and circulation of minutes of meetings.**
- **Quality of presentation and support services to management**
- **Feedback from Executive Management Guest with regards reception and response to enquiries.**
- **Restocking of supplies in director's offices**

