

Executive Assistant (EA) to Chief Executive Officer

Executive Assistant to Chief Executive Officer will support high-ranking officials in Association. Executive Assistant will be the one to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks.

Executive Assistant must be quick professional with great time-management and multitasking abilities. It is with their diligence and competence in their work that executives can focus on their managerial responsibilities without worrying for other tasks.

The goal is to contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently.

1. Qualification:

- Graduate preferably B.Com or Higher.
- AGE 30-40 years

2. Experience:

- 5 years as Executive Assistant/Personal Assistant/Private Secretary.

3. Skills:

- Strong written and verbal communication skills are a necessity for this position. Communication skills are also necessary in the creation of reports for Chief Executive Officer as well as key stakeholders that rely on this information.
- Excellent leadership skills and the ability to work independently and as part of a team. Excellent administrative skills and evidence of project work.
- The ability to develop and implement high quality, varied and creative activity sessions.
- Good project management skills and ability to prioritise and work to deadlines.
- Effective communicator and the ability to engage with people of all levels.
- Communicate effectively with a diverse range of people.
- Effective user of MS Word, MS Excel, PowerPoint other Microsoft programmes.
- A suitable candidate for this position must have great computer skills and

demonstrate high proficiency in the use of Internet, Ms Word, Ms Excel, and PowerPoint.

- A candidate for this position must be highly organized have an ability to prioritize multiple tasks have excellent negotiation skills, be self-motivated working and be service-oriented. He must have a high degree of honesty and integrity, be proactive, have a high level of accuracy, have strong attention to detail, and demonstrate calmness and composure under pressure and in times of uncertainty.
- High levels of energy and enthusiasm and the desire to succeed.

4. Job Requirements:

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the Chief Executive Officer of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and Member Associations.
- To take notes/dictation for Minutes of Meetings, General Correspondence and to provide assistance during presentation.
- Provides administrative support in a variety of functions to the Chief Executive Officer that are focused on increasing the efficiency of the executive.
- Reviews, prioritizes, directs and delegates a wide variety of complex and confidential requests that are presented to the executive for consideration.

- Summarizes, prioritizes, and researches information into a concise and usable format for the executive to review. Responds to or routes priority or confidential inquiries from external or internal sources with correspondence or other messaging on behalf of the executive.
- Creates or directs creation of reports, charts and other presentation materials for the executive. Coordinates high level projects, travel arrangements, and meetings. May plan and schedule work and direct other staff to deliver support.
- Has a broad knowledge and understanding of the Association's operations and objectives. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature.
- Executive Assistant provides comprehensive administrative support to a president, chief executive officer or other high-level officials within an organization. Excellent communication skills, experience with computers and familiarity with the executive's business or organization are a universal requirement for executive assistants.
- Executive Assistant will also be responsible for developing board or committee meeting agendas, managing and updating an executive's schedule, booking travel arrangements and handling logistics. Additionally, often perform research, fill out invoices and prepare correspondence on behalf of an executive. Executive assistants may also supervise members of a clerical staff and train new employees. Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc. Attending meetings and keep minutes.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)

5. The above are not exhaustive but only indicative in nature.