



Job Description

Position Title	Executive Assistant
Reporting To	Chief Financial Officer/Director Operations
Date	April, 2018
Type of Position	Full Time

POSITION DESCRIPTION

The Executive Assistant will provide secretarial and administrative support to the CFO/Director Operations, serving as the primary point of contact for internal and external stakeholders and as a liaison to the Board of Directors and senior management teams. The incumbent will be managing and facilitating the logistical and administrative aspects of the office.

DUTIES AND RESPONSIBILITIES

Candidate will be responsible for:

- ✓ Maintaining calendars and keeping them well informed of upcoming commitments and responsibilities and following up appropriately.
- ✓ Setting up and coordinating meetings and conferences.
- ✓ Preparing and distributing routine and advanced correspondence including letters, memoranda, meeting agendas, meeting minutes and reports.
- ✓ Coordinating with travel desk for CFO's travel arrangements.
- ✓ Maintaining hardcopy and electronic filing system for all documents relating to the executive office.
- ✓ Handling confidential and time sensitive material.
- ✓ Handling all clerical and administrative functions of the office.
- ✓ Any other tasks assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum Bachelors
Required Experience	✓ 3 to 4 years of relevant experience.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Interpersonal Skills	High
2.	Communication Skills	High
3.	Stress Management Skills	High
4.	Time Management Skills	High