



3. Executive Assistant

Job Purpose;

Executive Assistant's responsibilities include managing calendars, making travel arrangements and preparing expense reports.

Duties and Responsibilities

- Act as the point of contact among executives, employees, clients and other external partners
- Organizing Meetings, taking minutes, Filing and maintaining of records and other paper work.
- Manage executives' calendars and set up meetings
- Manage information flow in a timely and accurate manner
- Maintaining Schedules, keeping a diary of future activities, meetings and arranging appointments and/or organizing meetings
- Maintaining effective records and administration
- Track daily expenses and prepare weekly, monthly or quarterly report
- Keeping up-to-date contact details (i.e., names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organization.
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of voluntary organizations.
- Keeping a record of the organization's activities
- Act as an office manager by keeping up with office supply inventory
Format information for internal and external communication – memos, emails, presentations, reports

Qualifications:

- Required Education: Required Experience: Bachelor's Degree in secretarial or Management studies.
- Administrative law would be an added advantage.
- ***Years of Experience:***

At least 5 years of progressive experience.

Skills required to perform the Job:

- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- High level of integrity and confidentiality
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize task