

## Job Description: Executive Assistant

### Job summary/objective:

You are responsible for performing a variety of administrative tasks and supporting our client's senior-level managers. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance.

### Responsibilities & duties:

- Manage executive scheduling, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to senior executives
- Manage, coordinate, and arrange senior executives' travel and travel-related activities, including hotel booking, transportation, and meal coordination
- Perform administrative and office support, such as document creation, spreadsheet creation, and maintenance of filing system and contact database
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
- Organise team communications and plan events, both internally and offsite\
- Act as the point of contact among executives, employees, clients and other external partners
- Answering phone calls in a polite and professional manner

### Skills/attributes required:

- Excellent verbal and written English communication skills
- Strong customer support skills
- Strong analytical and multitasking skills
- Highly organised and efficient
- Proficient with MS Office including Word, Excel, and Outlook
- Experience with CRM Software
- Experience working with Western companies (preferred)

### Qualifications / experience required:

- Bachelor's degree preferably in Business Administration
- 1 to 2 years of experience as an Executive Assistant, Personal Assistant, or similar role