

Executive Assistant Opening

Job brief

We are looking for a responsible Executive Assistant to perform a variety of administrative and scheduling tasks for our CEO. Duties of the Executive Assistant include providing support to our CEO, assisting in daily office needs, and managing our CEO's schedule and emails.

What does an Executive Assistant do?

Executive Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems for the CEO. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like MS Excel and office equipment. If you also have previous experience as an Executive Assistant and familiarity within our industry, we'd like to meet you.

Ultimately, a successful Executive Assistant should ensure an efficient and smooth day-to-day schedule for our CEO.

Responsibilities

- Answer and direct phone calls
- Monitor and respond to emails between the hours of 8am-8pm
- Organize and schedule appointments/meetings for the CEO
- Work closely with the Office Manager on the CEO's schedule and commitments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Handling travel accounts for all employee travel, ex. AmTrav / Uber / Enterprise
- Assisting Admin Manager with phone calls, filing
- Ordering and putting away office & kitchen supplies
- Taking the initiative to keep office looking neat and professional

Requirements

- Proven experience as an executive assistant, [virtual assistant](#) or office admin assistant
- Pleasant attitude and personality
- Knowledge of office management systems and procedures
- Working knowledge of office equipment like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an executive assistant or Secretary will be a plus

Salary is negotiable and based on skills and experience.