**Title:** Executive Assistant

The Executive Assistant’s job is to assist the manager and provide administrative services in whichever way possible and provide office support and services to their immediate manager to ensure efficiency and effectiveness within the office.

 The executive assistant will also be able to follow up on projects and proposals for the company.

**Duties:**

• Receive, direct and relay telephone messages and fax messages

• Maintain the general filing system and file all correspondence

• Assist in the planning and preparation of meetings, conferences and conference telephone calls

• Arrange travel and management expenses

• Maintain an adequate inventory of office supplies

• Provide secretarial support

• Type confidential documents

• Follow up on projects and proposals Responsibilities: The executive assistant should:

• display sound work ethics

• be honest & trustworthy, with a lot of confidentiality

• ensure that the office is maintained and up to date in all aspects

• be respectful and flexible

• have good organizational and interpersonal skills

• be attentive to details

• possess good written and communication skills

**Educational Background:** Bachelor’s degree in Business Management, Public Administration or other related fields

**Professional Experience:** The candidate should have a minimum of three-year experience in the administrative field