



Executive Assistant

Roles and Responsibilities

- Managing CEO's daily schedule
- Booking meetings, conference calls and travels for CEO
- Taking meeting minutes
- Writing reports
- Preparing correspondences on behalf of CEO
- Anticipating CEO's needs and proactively bringing together appropriate people and resources to support addressing of the issues
- Undertaking assignments assigned by supervisor

Educational Qualifications

- A minimum of undergraduate degree

Experience Requirements

Atleast 2 years working experience in the same role

Proficiency in Microsoft Office (i.e. Outlook, Word, Excel, Power Point, Adobe Acrobat and Internet), good judgment, strong written and verbal communication, administrative and organizational skills. Ability to maintain a realistic balance among multiple priorities. Professionalism and demonstrated ability to handle confidential information and ability to use different IT based devices. Interpersonal, teamwork and attention to details.

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