



<https://www.bananachillie.com/job/2286/>

Executive Assistant to the Managing Director

Description

The Executive Assistant provides administrative support to the MD, ensuring effective operations of the MD's office and time. The role involves managing schedules, coordinating meetings, overseeing the MD's office management, handling communication, and preparing documents for and on behalf of the MD. Acting as a key liaison between the MD and various stakeholders, the Executive Assistant ensures confidentiality, professionalism, and efficiency in all aspects of their work.

Key responsibilities include calendar and travel management, meeting organisation, support in reviewing and preparing certain reports / documents, managing certain correspondence on behalf of the MD, providing timeous status reports of various initiatives underway and supporting strategic initiatives where required. The ideal candidate is proactive, detail-oriented, and skilled in communication and organization, with the ability to drive a high-performance environment.

Responsibilities

- Manage the MD's calendar, including scheduling and prioritizing meetings, appointments, and travel arrangements
- Handle incoming and outgoing communications while preparing correspondence, reports, and other documents as required
- Coordinate and organize meetings, including preparing agendas, minutes, and follow-up tasks
- Act as a key contact for the MD, liaising with internal teams, clients, and external stakeholders
- Manage logistics for conferences, workshops, and events attended by the MD
- Assist with tracking progress on key projects and ensuring timely completion of deliverables, ensuring the relevant visibility and reporting is made available to the MD
- Conduct research and prepare materials for meetings and presentations or in support of ongoing projects and initiatives ensuring findings are captured suitably and for the audience
- Represent the MD in a professional and courteous manner at all times while handling sensitive and confidential information with discretion
- Oversee office supplies and equipment for the MD's office, ensuring smooth operations at all times
- Manage expenses and budgets related to the MD's activities
- Contribute to a culture of high performance and delivery in the MD's operations and in the broader business

Skills

- Exceptional organizational and time-management skills
- Strong written and verbal communication abilities

Hiring organization

OMSA Integrated Services Limited

Employment Type

Full-time

Date posted

December 2, 2024

Valid through

10.12.2024

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools (e.g., Teams)
- Ability to multitask and prioritize effectively in a fast-paced environment
- Strong interpersonal skills and emotional intelligence
- Attention to detail and problem-solving skills.

Reports To

Managing Director

Person Specification

General Education: Higher professional education in relevant degrees such as Business Administration, Management, Communications or any other applicable degree.

Experience: Proven experience as an Executive Assistant, Senior Personal Assistant, or similar role

Key Person Attributes:

- High level of integrity and professionalism
- Proactive, resourceful, and adaptable
- Ability to work independently and as part of a team
- Strong commitment to performance and excellence in supporting leadership