

VACANCY NOTICE **SENIOR EXECUTIVE ASSISTANT**

To provide high-level executive support and assistance in the coordination and efficient execution of activities the Executive Team.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Assist the Executive Team in the management of their schedules.
2. Coordinate the telephone communications for the President.
3. Preparation of packages for the Board or Committees of the Board as requested.
4. Make travel arrangements for President and other Executives as required.
5. Ensure administrative efficiency is maintained in the Office of the President.
6. Participate in a variety of meetings, workshops, and trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
7. Supervise the work output of the Executive Assistant ensuring quality and time standards are achieved.
8. Conduct research, compile data, and prepare documents for consideration and presentation by executives and committees.
9. Monitor departmental expenditure and process payments in a timely manner.
10. Analyze incoming correspondences to determine their significance and plan their distribution.
11. Provide executive support to the Chairman and Board of Directors when required.
12. Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively with staff to provide quality service.
13. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
14. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Social Sciences or relevant discipline from a recognized University
2. Administrative Professional Secretarial Diploma
3. At least five (5) years' experience in a similar position

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of office procedures, clerical and recordkeeping operations and the use of various office machines.
2. Skill in the use of computers and software applications such as Microsoft Office Suite.
3. Excellent oral and written communication skill
4. Attention to detail and high level of accuracy
5. Ability to prioritize multiple tasks and work effectively under stress to meet short deadlines.
6. Ability to perform assigned duties with minimum supervision.

**All interested, suitably qualified applicants should submit their resumes by July 08, 2019.
Unsuitable candidates will not be acknowledged.**