

POST OF PERSONAL ASSISTANT/SENIOR PERSONAL ASSISTANT

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| Job Title | : | Personal Assistant/Senior Personal Assistant |
| Salary Scale | : | Rs 25700x800-28900x900-30700x 1000-32700x1100-36000x1200-42000x1500-45000 |
| Reporting to | : | Chief Executive Officer/HR and Administrative Secretary |
| Job Objective | : | To provide support services to the Chief Executive Officer including Secretarial and administrative. |
| Academic Qualifications and Experience Requirements | : | <ul style="list-style-type: none">• Higher School Certificate or an equivalent qualification acceptable to the Board.• Excellent command of English and French, written and spoken.• Good knowledge of Microsoft Office.• At least five years working experience in a similar position. |
| Knowledge, Aptitude and Competencies | : | <ul style="list-style-type: none">• Flexibility/Ability to multi tasks.• Ability to work within tight deadlines and under pressure.• Possess qualities of trustworthiness, discretion, maturity, tact and initiative. |
| Main Duties | : | <ol style="list-style-type: none">1. To arrange appointments and deal with enquiries.2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.3. To take messages and facilitate the process of communication between the relevant stakeholders.4. To ensure smooth running of Chief Executive Officer's office, providing Secretarial and, administrative services, among others.5. To type, classify and retrieve records and documents.6. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.7. To keep track of important documents, papers and make them available expeditiously. |

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| | <ol style="list-style-type: none">8. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.9. To ensure that meetings are well organized and take place in time and appropriate information is made available.10. To prepare and edit presentations, including proofreading and prepare meeting packs.11. To arrange travel involving the coordination of detailed travel schedules, itineraries, and all related travel requirements.12. To maintain diaries and address books to ensure the Chief Executive Officer's time is used effectively, and contacts maintained, in line with working priorities and protocols.13. To handle sensitive and confidential information with the utmost discretion and professionalism.14. To collaborate with other members of the Administrative team to ensure smooth operations and efficient communication.15. To provide support for personal tasks and errands for the Chief Executive Officer as needed.16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the roles ascribed to the latter. |
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