



Executive Personal Assistant

Description

The executive personal assistant enhances executive's effectiveness by providing information management support; representing the executive to others.

Salary

Market Related

Duties and Responsibilities

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Qualifications and Skills

- Degree /Diplomas – Secretarial qualification.
- 2-3 years experience in a related field.
- Administrative Writing Skills, Reporting Skills,
- Typing of at least 60 wpm
- Supply Management, Scheduling, skills
- Microsoft Office suit,
- Organization, Time Management,
- Presentation Skills, Equipment Maintenance.