

Job Title: Administrative Assistant (3 positions)

Job Summary

The Administrative Assistant provides high-level administrative support to the Chief Administration Officer, Chief Financial Officer and Chief Information Officer ensuring smooth operations within the respective Department. This role requires a degree in Business Administration or a related field, proficiency in Microsoft Office Suite, and a minimum of four years of experience supporting a senior executive. Key skills include excellent organizational, communication, and problem-solving abilities, as well as the ability to maintain confidentiality and handle sensitive information professionally.

Key Accountabilities:

- Develop and manage the schedule for the respective supervisor providing daily or routine updates.
- Arrange travel, accommodation, and itineraries, and handle all related correspondence.
- Coordinate meetings, including preparing and collating documentation, confirming attendees, and arranging facilities such as rooms, equipment, and refreshments.
- Record, transcribe, and distribute minutes of meetings assisting with follow up on action items as required.
- Conduct research, analyse data, and compile information as requested.
- Handle phone inquiries, direct calls, and provide basic Authority information.
- Maintain office supplies inventory by monitoring stock levels, ordering supplies, and verifying receipt.
- Develop and maintain accurate physical and electronic filing systems for documents and reports.
- Provide clerical support, including drafting correspondence, document control for incoming and outgoing mail, photocopying, faxing, and circulating documents.
- Assist in the preparation and finalization of reports for distribution.

Submission of Applications: Email a copy of your CV and Cover letter to: jobs@eaastaff.com

Please be advised that submission of resumes close on 25th August 2024.

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.