

Job Title: Executive Assistant to the Director General

Job Summary

The Executive Assistant is responsible for managing administrative tasks, coordinating department activities, developing document control system and coordinating varying projects.

This role requires a Bachelor's degree in Business Administration or a related discipline, three (3) years of relevant experience, and proficiency in office management systems. Key skills include excellent organizational, communication, and multitasking abilities.

Key Accountabilities:

- Provide administrative support to the office of the Department/Division.
- Plan and coordinate the activities of the Department/Division.
- Assist with the drafting of correspondence inclusive of but not limited to policies, procedures, reports, presentations, and other correspondence.
- Develop and maintain an efficient document control system.
- Develop and maintain administrative procedures appropriate to the needs of the office.
- Gather data, conduct analysis, and compile reports as required.
- Assist with the coordination and management of tasks and/or projects.
- Manage, schedule, and maintain the calendar(s) of the Director General.
- Screen and direct clients and visitors.
- Liaise with internal and external stakeholders, as required.

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.