

JOB DESCRIPTION

Job Title	Executive Assistant to Director
Department	Administration
Reporting To	Director, GJIMT
Job Purpose	To develop and provide a comprehensive organizational, administrative and programme support service to the Director by proactively overseeing the workload and completing tasks as directed by the director. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance.

MAIN DUTIES & RESPONSIBILITIES

- To provide administrative services including diary management, booking meetings, planning events, organising travel and preparing travel itineraries, correspondence and prioritising emails for the Director
- To work closely with the Director and Senior Leadership Team through regular correspondence, arrange meetings and prepare briefing materials for the Director
- To provide administrative support in the delivery of assignments and initiatives on behalf of the Director's office as and when required
- To ensure all correspondence and relevant materials are produced in a timely and accurate manner.
- To coordinate, attend and take minutes for the Director's meetings and any other relevant meetings.
- To conduct research/ analysis as directed by the Director.
- To produce reports for the Director as and when required.
- To follow up on action points from meetings on behalf of the Director.
- To provide administrative support to the Director in the follow up and completion of departmental work plans.
- To provide administrative support to the Director in implementing organisational projects and programmes.
- To provide administrative support to the Director in the leadership and management of the organisation.
- To provide administrative services to field offices such as responding to queries, issuing memos and following up on Director requests.

KEY SKILLS & QUALIFICATION

1. A bachelor's or master's degree in any field and previous work experience is essential to apply for this position.
2. Experience with Short Hand
3. Needs to be excellent in preparation and management of database and other records.
4. Having good Hold over Google Docs be Google sheets, Google forms.
5. Having excellent command over MS Office is a must.
6. Excellent communication and convincing skills.
7. Good knowledge of computer and internet.

HOURS OF WORK: 6 Days a week , 0830 am – 05: 30 pm _____

DURATION OF CONTRACT: 1 Year Contract (On Probation) _____