



## *Executive Assistant*

### **Description:**

The Executive Assistant manages the company by providing support for the executive management, team leads, and clients in a timely and professional manner to ensure the company is operating smoothly.

### **Responsibilities:**

- Act as the point of contact between executives and employees/clients.
- Assist with events hosted by the company.
- Conduct interviews with applicants.
- Collaborate with team members on projects or upcoming events.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Prepare and distribute correspondence such as memos.
- Prepare reports by collecting and analyzing information.
- Maintain executive's appointments by planning and scheduling meetings, conferences, teleconferences, and travel.

### **Requirements:**

Proven work experience as an executive assistant or similar role. Familiar with office etiquette. Strong oral, written, and organizational skills. Confident and dynamic personality.