



JOB DESCRIPTION

Job Title:	Executive Assistant	Reports To:	General Manger
Department/:	General Manager Office	Job Code/ Req#:	EA1
Salary Frequency:	Monthly	Position Type:	Full-time/Short Term

Definition

This position provides high-level administrative and executive office support to and facilitates the smooth operation of the Office of the General Manager. The Executive Assistant ensures that communication both verbal and written, to and from the General Manager is both accurate and timely. The Executive Assistant must be able to use his/her initiative to trouble shoot effectively and be willing to work along with and assist other members of staff as deemed necessary by Management, to ensure the efficient operation of the facility. This is a responsible, professional position, which mirrors the corporate image of the organisation.

Distinguishing Characteristics

Important and Essential duties:

- Assists the General Manager (GM) in day-to-day duties as required and maintains confidentiality.
- Coordinating and supervising the duties of the Driver/Messenger.
- Assists GM with preparation of presentation materials and preparation of documents and reports as directed.
- Communicates and handles all incoming and outgoing correspondence for the GM and ensures dispatch and record of same.
- Performs general administrative duties to include but not limited to photocopying, faxing, mailing and filing for the GM.
- Attends meetings and takes, types, distributes and files Minutes of meetings as requested by GM.
- Researches and provides basic background information on and follows up on on-going matters as directed by the GM.
- Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of executive meetings.
- Prepares agendas and makes arrangements for committee, board, and other meetings.
- Arranges all refreshments needed for all meetings and small office functions.
- Sets up travel arrangements for members of Queen's Hall staff and Board members as necessary.
- Any other duties as may be required by his/her Supervisor

Job Related and Essential Qualifications:

Knowledge of:

- Considerable knowledge of standard office procedures and of English, vocabulary, modern office equipment, practices and procedures.

- Must be exceedingly well organized and flexible.
- The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Considerable skill in the operation of a computer and expert Typing skills

Ability to:

- Expert level in written and verbal communication skills, strong decision-making ability and attention to detail are required.
- Ability of compose a variety of letters and memorandums and to perform office management details without reference to a Supervisor.
- Ability to establish and maintain complex office records and files, interpret rules and regulations and apply them to work situations.
- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain good working relationships with staff members, the general public and the Board of Queen's Hall.
- Excellent verbal and written communication skills.
- Ability to work as a team member

Preferred Skills

- Proficient in the Microsoft Office systems, including SharePoint, MS Word, MS Outlook, MS PowerPoint and MS Excel.

Working Conditions

- Can be demanding mentally
- May require long hours
- Will have to work with multiple tight deadlines.

Qualifications and Experience

- Diploma in Business Management or The Administrative Professional Secretaries' Certificate or equivalent full Secretarial Diploma.
- Certification in Microsoft Word, Excel, Outlook and Power Point
- Minimum of five (5) CXC passes inclusive of English and Maths.
- At least three years' experience in a similar position
- Any equivalent combination of experience and training

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.