

## Executive Assistant

We are looking for an executive assistant to support our executive team. You will manage mostly business-related tasks for the team such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past.

### Job Responsibilities:

- Assists in Leading with the Executive team through displaying confident skills, strong sense of accountability and a desire to ensure completion of tasks.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Prepares reports by collecting and analyzing information.
- Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Exhibits polite and professional communication via phone, e-mail, and mail.

### Skills and Qualifications:

- Written and verbal communication skills
- Reporting skills
- Supply management
- Scheduling
- Computer software skills including Microsoft Office
- Organization skills
- Time management skills
- Presentation skills
- Office equipment maintenance
- Travel logistics

### Education and Experience Requirements:

- Bachelor's degree preferred, but not required
- Three to five years of administrative experience
- One to three years of executive assistant experience
- Experience managing multiple calendars
- Experience booking travel

### Salary

\$54,080 - \$74,880 depending on experience