



## **CAREER OPPORTUNITY**

### **EXECUTIVE ASSISTANT EXECUTIVE OFFICE**

#### **JOB SUMMARY:**

This job is in the Executive Office of the Company with overall responsibility for administrative and secretarial duties. The job manages company calendar, develops PowerPoint presentations, schedules appointments and meetings screens telephone calls, drafts correspondences and organizes executive travel arrangements.

#### **KEY DUTIES AND RESPONSIBILITIES:**

- Responsible for calendar management of the executive office inclusive of scheduling appointments and meetings;
- Performs general administrative duties inclusive of drafting correspondences, filling copying documents, etc.;
- Develops and prepares corporate PowerPoint presentations;
- Takes meeting minutes as is required and, prepares and distributes minutes in a timely fashion;
- Organizes meetings, conferences and departmental team activities;
- Answers telephone calls, refers calls and, or record messages as is necessary;
- Organizes travel arrangements for executive team members;
- Prepares board correspondences inclusive of packaging reports for distribution to executive team members and board members;
- Organizes meeting room and catering services for board meetings;
- Assists with Corporate reception relief as is required;
- Performs a variety of other related duties, as may be required.

#### **QUALIFICATIONS:**

- An Associate degree in Office Administration/Secretarial or equivalent qualifications
- A minimum of two (2) years' experience in administration or a similar position

#### **JOB COMPETENCIES:**

- Proficiency in Microsoft Office suite, including Outlook, Word, Excel and PowerPoint
- Ability to multi-task and interact professionally with staff, stakeholders and customers
- Ability to work independently with minimum supervision
- Excellent written and verbal communication skills

Resumes with certificates should be forwarded via email to **people @nas.bs** on or before **March 20, 2019**. Only short-listed candidates will be contacted.