



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 correspondence inclusive of packaging reports for distribution to executive team members and board members.
- Organizes meeting room and catering services for board meetings.
- Provides Corporate reception relief.
- 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 three - five (3-5) 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 **January 18, 2024**. Only short-listed candidates will be contacted.

Please indicate the position you are applying for in the subject field.