

POSITION SUMMARY

Executive Assistant provide high-level administrative support for company leaders to ensure they can efficiently accomplish key tasks and company initiatives. They keep the executive's communications organized so that they can easily access the most important information without having to sort through low-priority items.

KEY RESPONSIBILITIES

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Maintaining comprehensive and accurate records.
- Performing minor accounting duties.
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Answering phone calls in a polite and professional manner.
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters.
- Other duties as assigned relating to job role.

QUALIFICATIONS, EXPERIENCE & SKILLS

- Bachelor's Degree in any Administrative related field.
- Adaptable
- Proficiency with basic computer programs including MS Office and database systems.
- Minimum of (2) years' experience in the administrative field.
- Working knowledge of email systems, computer hardware, and peripherals.
- Excellent communication skills.
- Ability to work under strict supervision.
- Ability to read and interpret technical data.
- Good time-management skills.
- Ability to work in a high-pressure environment.

APPLICATION SUBMISSION:

To successfully submit your application to us, please email your application and CV to **gysbi.vacancies@gysbi.com**