VACANCY ANNOUNCEMENT

Executive Secretary

Job brief-
We are looking for a self-driven and competent Executive Secretary to support the Director and the functioning of our organization. You will be the one to organize and maintain the Director’s schedule and assist the management by performing a variety of administrative tasks. Executive Secretaries are professionals with great time-management and multitasking abilities. It is with their diligence and competence in their work that executives can focus on their managerial responsibilities. The goal is to contribute to the efficiency of the overall organisation by ensuring all assigned administrative duties are carried on timely and efficiently.

We are currently seeking a reliable, responsible Executive Secretary to support our team and provide timely, high-quality assistance in all administrative and clerical capacities to the organisation. The ideal candidate will be impeccably skilled and organized including ability to schedule meetings, making travel arrangements, and organizing short and long-term calendars. To be successful, candidates should be self-motivated and proactive, able to work under pressure to meet deadlines, and have exceptional communication skills. Previous experience as an Executive Secretary is strongly preferred, but all applicants must be very familiar with office management technologies, including the Microsoft Office suite. Ultimately, we are looking for someone who is able to anticipate and address the needs of senior leadership and perform all administrative tasks necessary to ensure our organization runs at maximum efficiency.

Responsibilities-

- Maintaining the Director’s agenda and assist in planning appointments, board meetings, conferences etc.
- Attending meetings when asked and keeping minutes
- Takes and transcribes dictation
- Create, transcribe, and distribute meeting agendas and minutes
- Schedule and coordinate meetings and arrange conference rooms
- Prepare presentations or reports for the Director as assigned
- Manage and coordinate daily, weekly, and monthly calendars of the Director
- Prepare correspondence, reports, and materials for publications and presentations
- Maintain & update contact lists, database regularly
- Determine matters of top priority and handle accordingly

Contd...
• Make travel arrangements for staff when required
• Organize logistics and plan events when required
• Manage all travel and schedules—prepares itineraries; and maintain travel vouchers and records

• Manage phone calls and emails with professionalism and redirecting them when appropriate
• Facilitate communication within the organisation to maximize workflow (e.g. distribute vital information, schedule presentations and plan for logistical needs)
• Handle & respond to information requests in a timely fashion
• Greet and receive visitors
• Direct the visitors to the appropriate staff member
• Setup accommodation and other arrangements for outstation visitors when required
• Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
• Produce and distribute correspondence memos, letters, faxes and forms
• Perform general clerical duties to include but not limited to: photocopying, scanning, faxing, mailing, and filing
• Monitor & maintain office equipment office supplies and stocks and negotiate terms with suppliers to ensure the most cost-effective orders

• Maintain electronic and paper records, electronic filing system, ensuring information is organized and easily accessible
• Human Resources management, maintaining the leaves and attendance register etc.
• Handle confidential documents ensuring they remain secure
• Ensuring that the organization policies, rules, and regulations are followed properly
• Ensuring that the organization follows all the legal rules and regulations
• Liaise between senior management and employees/partner organisations
• Provide administrative and clerical support to departments and senior management team as and when required
• Commitment to efficiency and a willingness to seek best practices in running the office
• Able to troubleshoot challenges as they arise
• Relay directives, instructions and assignments to staff
• Supervise support staff
• Other duties as assigned
Requirements-

- Degree in office administration or relative field
- Proven experience as executive secretary or similar administrative role
- In depth knowledge of office management and English language
- Excellent communication skills, written and verbal
- Excellent organizational and time-management skills
- Integrity and confidentiality
- Trustworthy and honest
- Commitment to discretion and confidentiality concerning sensitive information
- Good adaptability and flexibility in the working environment
- Proficiency with computer systems, including experience with office management systems, Microsoft Office suite and office equipment, including printers, scanners and fax machines.
- Excellent organizational skills, a proactive mindset, and ability to multitask and prioritize work

Working Times- Monday to Saturday- 9.30am to 5.30 pm with 2nd & 4th Saturdays off. Work may sometimes require occasional travel and weekend and/or evening work.

Salary- Commensurate

Interested candidates can email their applications to - butterfliesngo@gmail.com mentioning “Application for the Post of Executive Secretary” in the subject.

Any telephone call or visit will not be entertained.