Job Advertisement

Personal/Executive Assistant

A reputable International organization is seeking an experienced PA/Executive Assistant for The Gambia subsidiary to help drive strategic initiatives that will support the business to attain national consumer brand and commercial objectives. The Executive Assistant will work directly with the CEO/Managing Director and management team across functional activities, partnerships, business development and talent acquisition. He/she will be joining an entrepreneurial team of experienced, hardworking and innovative; who are passionate about disrupting for purpose.

The successful candidate should be an energetic professional who does not mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.

Main Tasks and Responsibilities

Reporting to the CEO/Managing Director, the Executive Assistant will be responsible for:

- Manage the CEO/Managing Director’s office
- Answering telephone calls promptly and efficiently
- Screening and directing of calls
- Assist staff with outbound and international calls
- Recording of messages correctly and forward timeously
- Make a good first impression
- Provide efficient trafficking of calls
- Obtaining accurate information to forward calls efficiently
- Maintaining office morale and good telephone etiquette.

Booking of Boardrooms

- Schedule meetings in relevant boardrooms as per employee requirements
- Send out calendar invitations to the relevant participants
- Coordinate with tea ladies, for the preparation of meeting rooms as specified by the employee
- Set up of Boardrooms for Management Meetings
- Setting up of meeting rooms as per employee requirements i.e. desk pads, notepads, mints, chocolates, coasters, glasses, refreshments.

Booking of Video Conferences

- Schedule Video Conferences in the available Video Conference meeting rooms
- Liaise with the relevant clients and board members in which the Video Conference will take place
- Scheduling Video Conferences
- Issuing of Video Conference confirmations

Guest Relation

- Greet visitors in a friendly and professional manner
- Organizing of refreshments as per customer requirements
- Directing visitors to appropriate contact and ensuring that guests are collected from reception
- Ensure cleanliness and tidy of reception area during office hours
- Adhere to access control arrangements

**Incoming and Outgoing Mail**
- Receive sort and route mail, documents and deliveries
- Monitoring of incoming and outgoing couriers
- Liaison with courier companies
- Correspondence and phone calls

**Additional Administrative duties for Management Team**
- Managing diaries and appointments
- Printing and binding for meetings
- Planning of quarterly meetings
- Reminding the exec of important tasks and deadlines
- Assisting with compiling reports/PowerPoints etc.
- Offering support and assistance
- Work with teams to develop and maintain a customer-focused attitude toward activities
- Interact with client to provide and process information in response to inquiries, concerns and requests about products and services
- Keep up to date with business objectives within the environment
- Provide advice on general changes and compliance within the workplace management framework when required
- Work with processes and procedures in such a way that operational efficiencies and performance are enhanced
- Attend to and resolve all customer queries timeously or escalate when necessary
- Performs additional duties when required

**Experience and Key Competencies**
- The Desire to work in a fast-paced, highly pressurised environment
- Hunger to grow into an executive role over a compressed timeframe
- Excellent communication skills (speaking and writing)
- Highly motivated and energetic, along with a ‘self-starter’ attitude
- Must be able to thrive in a high-pressure environment
- Must be organised and detail-oriented

**Skills Required:**
- Communication Skills
- Experience working in a professional office environment
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Great customer service and interpersonal skills
- Friendly, service-oriented personality
- Keen attention to detail
- Problem-solving and basic troubleshooting skills
- Comfortable in a fast-paced and ambiguous environment

**Qualifications:**
- Master’s degree in Business Administration, Management, Human Resources management
- Bachelor’s degree with more than 5 years’ work experience in business environment in lieu of a Master’s degree
- Strong academic background
- Prior work experience in related field

**Salary:** Very attractive

**NB:** The organization has a balance Gender Policy, and encouraged all qualified female candidates to apply.

1. **Method of application:** Applicants must submit an application letter, curriculum vitae with names and addresses of two referees, copies of academic/professional certificates and other relevant documents should be submitted to the following email: gambia@jsmorlu.com

2. **Deadline:** The Deadline for submission of applications is 31st August 2022 @ 23:59 hrs. GMT