

JOB DESCRIPTION			
Job Title	Executive Assistant	Job Level	Employee
Job Purpose	Provide effective administrative and strategic support to the CEO and Executive Managers by performing all tasks in a systematic process with focus on priorities, timeliness, accuracy, and consistency, using initiative to achieve our objectives of sales growth, excellent customer service, teamwork and profitability for assigned product lines.		
Reports to	Chief Executive Officer Executive Managers Sales & Marketing Manager Projects & Furniture		
Direct Reports	NA		
Department	CEO Office		
Division	BSG		
MAJOR ACCOUNTABILITIES			
<p>REPORTING FUNCTIONS</p> <ul style="list-style-type: none"> ▪ Assist with the execution of the strategic plan. ▪ Linking Marketing to the strategic plan and make a recommendation for sponsorship. ▪ Analyse the Portfolio Management Exercise. ▪ Responsible for the preparation of Sales and Profitability Reports and any other reports requested by the CEO and other Executive Managers. ▪ Assist with analyzing Gross Profit reports for both BOSS and SCRIP -J Divisions. ▪ Prepare quarterly sales reports – BOSS & SCRIP-J. ▪ Prepare monthly sales report for BOSS. ▪ Prepare BOSS weekly sales dashboard. ▪ Prepare AR reports for quarterly reviews- BOSS & SCRIP J. ▪ Prepare new customer report for quarterly reviews – BOSS & SCRIP-J. ▪ Errors report for quarterly reviews – SCRIP-J. <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> ▪ Manage CEO and Managers In and Out trays and distribute or act on accordingly. ▪ Distribute Company mail daily. ▪ Support CEO and Managers by booking meetings, preparing meeting agenda, screen incoming calls, etc ▪ Prepare meeting minutes for all management assigned meetings and update in a timely manner. ▪ Prepare confidential correspondence as required. ▪ Ensure that the switchboard is always manned; working on the switchboard when required. ▪ Manage and distribute office stationery to staff. ▪ Review internal stationary stock. ▪ Ensure copier is functioning well and always equipped with paper. ▪ Replenishing of showroom. ▪ Prepare vouchers for either reimbursements or purchases for internal use e.g. bulbs, stamps etc. 			

- Apply for Government documents when necessary e.g. VAT, BIR, Certificate of Good Standing, etc.
- Update NIB certificate.
- Preparation of Tender and Pre-qualification documents.
- Make travel arrangements for the CEO and Managers when going on company business.
- Follow up with the Customer Experience Assistant and analyze visit schedule, call to determine which sales rep to monitor closely.
- Update Leadership vacation schedule.
- Assist with any donation and sponsorship.
- Prepare Performance Appraisal forms for quarterly reviews – BOSS & SCRIP J.
- Prepare schedules for quarterly reviews – BOSS & SCRIP - J.
- Order call cards and other internal printed stationary.
- Send meeting requests for SWAT meetings – BOSS & SCRIP J.

FACILITIES

- Effectively manage all facilities contractors including Air-Conditioning Technicians, Plumbers, Electricians, Vending Machines, Magic Mist, Direct TV, and Flick Pest Control.
- Recommend new ways to manage expenses including negotiating reduced prices.

You must at all times pay special attention to and promote workplace safety.

It may be necessary at some stage due to exigencies which may arise, to perform duties other than those normally falling within your ambit.

BEHAVIOURAL COMPETENCIES

- Extremely confidential, ethical and honest.
- Exceptional Time Management Skills.
- Strategic Planning Experience.
- Good leadership skills.
- Willing and able to handle complex issues and competing priorities.
- Analytically approach problem solving.
- Be flexible and adjust to rapidly changing market requirements and schedules.
- Be extremely well organized and detail oriented.
- Be self-motivated and tenacious in achieving goals.
- Communicate effectively at all levels.
- Deal with difficult internal & external customer situations successfully.

QUALIFICATIONS

- A Bachelor’s Degree in Business Management or related field will be considered an asset.
- Minimum of one to three (1-3) years’ experience in a similar position.
- Proficient in MS Office.
- Advanced Excel will be considered an asset
- Project Management will be considered and asset.

WORKING CONDITIONS

- Office environment

OTHER REQUIREMENTS

- A reliable working vehicle