



## Executive Assistant

### Job Skills

- Excellent oral and written communication skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision
- Maintains staff confidentiality
- Working knowledge of email, scheduling, spreadsheets and presentation software

### Job Description

1. Receive and file incoming letters, documents.
2. Assists office staff in maintaining files and databases
3. Supply and manage office equipment, machines or properties to office and manufactures, kitchen utilities.
4. Manages staff schedules
5. Assigns jobs and duties to office staff as needed
6. Monitors office operations
7. Welcome/Receive visitors relating to work.
8. Meal, water for Employees.
9. Manage administrative department, maintain a safe and secure work environment.
10. Maintain office efficiency, plan and implement office systems, layouts, and equipment procurement.
11. Ensure rules and procedures in place regarding working hours, lunch, office closure and communications about security.
12. Create, control, and monitor all administrative requirements of other departments.
13. Record, monitor expenses, raise monthly invoices.



14. Monitor on-going activities.

15. Maintain stationary supplies and coordinating deliveries.

16. Manage supply chain and resource requirements.

17. Other duties as assigned.

18. Telephone operator, guest receiving...

19. Supplier managements: photo, printing, furniture, mail & post...

20. Office management: stationery, cleaning services, taxi card, telephone, mobile phone...