

Job Position: Executive Assistant to the Executive Office

Overview: We are seeking an experienced and detail-oriented Executive Assistant to support the daily operations of our Executive Office. The ideal candidate will have exceptional communication and organizational skills, the ability to multitask, and experience in managing executive calendars, travel, and other administrative tasks.

What you benefit: Front seat to a fast paced and rapidly growing tech enabled pharmatech company focused on impacting lives of everyday Sub-Saharan Africans.

Responsibilities:

- Manage the Executive Office's daily calendar, including scheduling and prioritizing appointments, meetings, and events
- Organize and coordinate travel arrangements for the Executive Office, including flight bookings, hotel accommodations, and ground transportation
- Serve as a liaison between the Executive Office and other departments, external partners, and stakeholders
- Handle confidential and sensitive information with discretion and professionalism
- Prepare and edit correspondence, reports, and presentations for various complex ideas and prepare visual and written interpretations for business projects
- Take minutes of Management meetings
- Conduct research and provide analysis to support the Executive Office's decision-making process
- Manage communication with stakeholders front the CEO's office
- Track progress of detailed project plans
- Plan and execute special projects and events, as may be needed
- Manage and maintain office supplies and equipment for the office of the Executive
- Assist with other administrative tasks, as needed

Qualifications:

- First class Bachelor's degree in Finance, Economics, or any related field
- 1+ year of experience as an Executive Assistant or an analyst
- Strong organizational and time-management skills, with the ability to prioritize tasks and manage multiple deadlines
- Excellent communication and interpersonal skills, with the ability to interact with individuals at all levels in the organization
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Ability to handle confidential information with discretion and professionalism
- Demonstrated ability to work independently, take initiative, and exercise good judgment

