JOB DESCRIPTION

POSITION TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT

REPORTING RELATIONSHIPS

      ACCOUNTABLE TO: LAS CASAS GAMING INC.

      REPORTS TO: LEO A. BARROSA

ROLE OVERVIEW:

As an executive assistant to the President of a gaming company, your responsibilities would likely be diverse and demanding, involving a mix of administrative support, project management, and communication facilitation. Here's a general overview of what the role might entail:

1. Administrative Support:
   - Manage the President's calendar, schedule appointments, and coordinate meetings, both internal and external.
   - Handle travel arrangements, including booking flights, hotels, and transportation.
   - Prepare and edit correspondence, reports, presentations, and other documents.
   - Maintain organized files and records, both physical and electronic.
   - Handle incoming and outgoing communications, including phone calls and emails.
   - Assist with expense tracking, budget management, and other financial tasks.

2. Project Coordination:
   - Support the President in the execution of various projects related to operations, which could include product launches, process improvements, or strategic initiatives.
   - Coordinate cross-functional teams and stakeholders to ensure project milestones are met.
   - Track project progress, deadlines, and deliverables, and provide regular updates to the President.
   - Help prioritize tasks and manage competing demands on the President time.

3. Communication Facilitation:
   - Serve as a liaison between the President and other departments, executives, clients, and external partners.
   - Screen and prioritize incoming communications and requests, redirecting or responding as appropriate.
   - Draft communications on behalf of the President, such as emails, memos, or announcements.
   - Assist in the preparation of presentations and materials for meetings, conferences, or events

4. Special Projects and Research:
   - Undertake special projects and assignments as directed by the President, which may involve conducting research, analyzing data, or preparing reports.
   - Provide analytical support by gathering data, generating insights, and making recommendations to support decision-making.

5. Confidentiality and Discretion:
   - Maintain strict confidentiality and discretion regarding sensitive information and company matters.
   - Exercise sound judgment and professionalism in handling confidential information and interactions.

6. Ad Hoc Support:
   - Handle miscellaneous tasks and responsibilities as they arise, adapting to changing priorities and needs.
   - Anticipate the President needs and proactively provide support to enhance efficiency and productivity.

QUALIFICATIONS AND SKILLS:

1. A bachelor's degree in business administration, management, communications, or a related field is often preferred.

2. Previous experience in an administrative or executive support role is typically required. Experience specifically in the gaming industry or a related field (such as technology or entertainment) can be advantageous due to the specialized knowledge and understanding of the industry's dynamics.

3. Strong organizational abilities are crucial for managing the President schedule, coordinating meetings, handling travel arrangements, and maintaining records and files.

4. Excellent written and verbal communication skills.

5. Interpersonal Skills

6. Attention to Detail

7. Time Management

8. Tech Savvy

9. The ability to handle confidential information with discretion and maintain a high level of confidentiality is essential in this role.

10. With excellent problem-solving skills.

11. Adaptable and flexible.

12. Must be a team player.

Prepared by: **Approved by:**

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