

**HILL SIDE HOTEL**  
**SENIOR EXECUTIVE ADMINISTRATIVE ASSISTANT**

**Full Job Description**

Job Number: 22074553

Job Category: Administrative

Location: Hill Side Hotel, Sunset Blvd,

Montego Bay, St. James

Schedule: Full-Time

Position Type: Non-Management

Reports directly to: Executive Director

Salary: SOG/ST 5

**JOB DESCRIPTION**

We are looking for a diligent Senior Executive Administrative Assistant to support management with daily administrative duties. The responsibilities of the Senior Executive Administrative Assistant include planning meetings and organizing calendars.

To be successful as a Senior Executive Administrative Assistant, you should have excellent organizational skills, be proactive, and possess a professional demeanor. Ultimately, a top-notch Senior Executive Administrative Assistant should be equipped with experience, able to tackle any task given to them in a timely fashion and communicate effectively.

Hill Side Hotel is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability or any other basis covered under applicable law.

**JOB SPECIFICATION**

- Coordinating calendars.
- Scheduling appointments and events.
- Acting as a liaison.
- Preparing reports and updating internal databases.
- Managing travel arrangements and reservations.
- Managing phone calls and emails.
- Distributing internal communication.
- Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings as well.
- Recommends actions to be taken on office expenditures such as equipment and supply needs. May assist in preparation of office budget.

## **JOB QUALIFICATIONS Knowledge, and Skills**

- Previous experience as an assistant would be an asset
- Strong knowledge of office procedures.
- Strong knowledge of Microsoft Office Suite
- Knowledge of employee policies and procedures.
- Strong interpersonal skills.
- Solid knowledge of office management systems.
- Must be discrete and maintain confidentiality.
- Outstanding organizational skills.
- Be proactive.
- Knowledge of Budget preparation

## **Physical Requirements**

*None*

## **Hours**

*Mon-Fri*

*9am-5pm*

## **Education**

Education typically acquired through completion of Tertiary Level Education: BSc. In Business Management or a Diploma in Business Management Supervision level 3