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| **JOB DESCRIPTION & SPECIFICATIONS** | | | | | | | |
| **Grade** | Undefined | | **Job Title** | | Executive Secretary | **Job Objective:** | |
| **Job Reports To** | CEO | | **Cadre** | | Manager | To deliver exceptional administrative and executive support by efficiently managing schedules, communications, and office operations, thereby enabling executives to focus on strategic decision-making and organizational leadership. This involves maintaining confidentiality, coordinating high-level meetings and travel arrangements, preparing accurate documents and reports, and ensuring seamless day-to-day functionality within the executive office. | |
| **Div./Dept./Section** | Management | | | | |
| **Main Responsibilities:** | | | | | | **Key Performance Indicators / KPIs:** | |
| * Manage the CEO/Chairman's calendar and appointments. * Handle correspondence and communications on behalf of the executive. * Prepare and edit reports, presentations, and documents. * Organize and coordinate meetings, including agendas and minutes. * Maintain confidentiality and handle sensitive information discreetly. * Assist with special projects and conduct research as needed. * Ensure efficient operation of the executive office. | | | | | | * Time Management * Calendar Management Efficiency * Document Management * Meeting Coordination * Travel and Expense Management | |
| **Education Required:** | |
| * A degree in the following subjects Finance or economics, Business Studies and accounting * BSc degree in Finance, Accounting or Business Administration | |
| **Experience Required:** | |
| * 3-5 years’ experience in relevant field * Industry: Corporate sector (Banks, Pharmaceuticals, Telecom) | |
|  | |
| **Knowledge and Skill Requirements:** | |
|  | |
| * **Details** | | **Employee #** | | **Name** | | **Designation** | **Signature with Date** |
| **Employee Details** | |  | |  | |  |  |
| **Reviewed By** | |  | |  | |  |  |
| **Approved By** | |  | |  | |  |  |
| **Relevant Indus** | |  | |  | |  |  |