**Job Title: Executive Secretary**

**Main Responsibilities:**

* Manage and maintain executives' schedules, including appointments, meetings, and travel itineraries.
* Prepare and edit correspondence, presentations, and other documents.
* Organize executive meetings, prepare agendas, distribute materials, and take minutes.
* Follow up on action items and ensure timely completion.
* Coordinate travel arrangements, including booking flights, accommodations, and transportation.
* Handle confidential information with discretion.

**Education Required**

**BACHELOR’S DEGREE:** Preferably in Business Administration, Office Management, Communications, or a related field.

**Experience Required**

* 4-5 years’ experience in relevant field

**Knowledge and Skill Requirements:**

* Excellent organizational and time-management skills.
* Strong written and verbal communication abilities.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Ability to handle multiple tasks and prioritize effectively.
* Strong attention to detail and accuracy.