

Executive Assistant to the CEO

Job purpose: The Executive Assistant provides the high-level administrative support to the Chief Executive Officer.

Duties and Responsibilities:

- Perform as the administrative assistant to the Managing Director, and other member of the Management team.
- Responsible to ensure and monitor the completion of tasks as directed.
- Compose, type and edit correspondences, reports, memoranda and other materials as assigned by the CEO/Director.
- Responsible for the administrative duties at monthly board meetings and weekly management committee meetings as assigned, including the documentation and distribution of minutes of the meeting.
- Assist in the scheduling, organization, and set-up of meetings, trainings, events, etc.
- Assist the Director with external relations partners, coordinating with business partners and Third-party providers and all other concerns.
- Develop an empowered staff by providing supervision, clarifying responsibilities as assigned, setting standards of excellence and follow ups to meet deadlines.
- Give daily updates to the Director/CEO regarding the schedules and task status.
- Collaborate with other employees and Department Heads for the purpose of extending job knowledge and building relationships to create an atmosphere of teamwork and generate a positive image of the company.
- Provide regular communication, feedback, and information sharing/coordination with employees.
- Maintain flexibility of schedules to provide adequate assistance.
- Attend meetings and other work functions outside of regular office hours when needed.

Qualifications:

- Bachelor's Degree holder and significant experience as secretarial, administrative assistant, executive assistant or other related position preferred.
- Must possess excellent presentation skills
- With Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Must be detail-oriented and have good organizational skills.
- Must be able to collaborate with many different individuals across departments, inside and outside the organization.
- Ability to maintain confidential information.
- Must be able to perform job duties with frequent interruptions or distractions and maintain cooperative working relationships with co-workers and the public.
- With good interpersonal skills & pleasing personality.
- Can handle pressure with highest form of professionalism

The Coreon Mobile Solutions Inc is looking for Executive Assistant to the CEO. The EA's job is to provide the high-level administrative support to the Chief Executive Officer.

Duties and Responsibilities:

- Perform as the administrative assistant to the CEO and other member of the Management team.
- Responsible to ensure and monitor the completion of tasks as directed.
- Compose, type and edit correspondences, reports, memoranda and other materials as assigned by the CEO/Director.
- Responsible for the administrative duties at monthly board meetings and weekly management committee meetings as assigned, including the documentation and distribution of minutes of the meeting.
- Assist in the scheduling, organization, and set-up of meetings, trainings, events, etc.
- Assist the CEO with external relations partners, coordinating with business partners and Third-party providers and all other concerns.
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