

<https://lingtonandbernie.com/job/executive-assistant-to-the-ceo/>

## Executive Assistant to the CEO

### Description

Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks.

### Responsibilities

1. Calendar Management – This includes the management of calendars, related correspondence, meeting details and logistics coordination.
2. Event Coordination – Coordinates management meetings, general meetings and other support required for various events and meetings.
3. PowerPoint Excel and Word Documents – Prepares electronic files with validated ability to proofread for spelling and grammar.
4. Office support – Provides back up support as needed for management staff
5. Travel coordination- Leads and coordinates travel itineraries and related meetings, which are sometimes international. Includes the coordination of calendars, travel plans, expense reimbursements, filing, etc.

### Qualifications

- Bachelor's degree from a reputable organization.
- 3-5 years working experience in the same capacity
- Previous or current experience working with a foundation
- Strong interpersonal skills and the ability to build relationships with staff and external partners
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.

### Contacts

Qualified candidates should forward their CV to [recruitment@lingtonandbernie.com](mailto:recruitment@lingtonandbernie.com) using the role as the subject of the mail.

### Hiring organization

Lington & Bernie Consulting Ltd

### Employment Type

Full-Time

### Date posted

December 2, 2020

### Valid through

31.12.2020