

## **POSITION DESCRIPTION**

### **AM3742 - Executive Assistant to the CEO**

Our client is, a **Licensed Financial Institution** in Papua New Guinea is inviting exceptional candidates to apply for the position of Executive Assistant to the Chief Executive Officer (CEO).

This person shall be responsible for efficient quality secretarial services to the office of the CEO.

This position reports to the CEO and is based in Port Moresby.

#### **Key Accountabilities:**

- Effectively manage the day to day running of the Chief Executive Officer`s office
- Ensure that all required typing is completed on time and accurately
- Maintain accurate filing and office records system
- Maintain an appointment diary for scheduling meetings and appointments
- Efficiently and professionally screen incoming enquiries and delegate to other Departments as required
- Arrange airline travel, hotels accommodation and vehicle hire services
- Maintain adequate stationery and office supplies and generally assist with the efficient flow of documents and correspondence through the office.

#### **Expected Competencies:**

- Graduate Diploma in Office Management / Business Admin or similar
- Maintain CEO office integrity and confidentiality
- Excellent Shorthand proficiency is required
- Ability to take accurate Meeting minutes
- Minimum 5 years` experience in Office Management or Administrative roles
- Willing to work outside of normal working hours, especially at month-ends
- Must be able to meet tight reporting deadline
- Must be patient, cheerful & honest with exceptional interpersonal skills
- Advanced Microsoft Excel and PowerPoint skills
- Strong presentation with excellent oral and written communication skills
- Ability to supervise and plan work schedules effectively
- Effective communicator with good work attitude
- High level of professional work ethics
- Be a strong team player, enthusiastic and highly motivated.

**Applications close COB Monday 25<sup>th</sup> March 2019**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**