

**JOB DESCRIPTION**  
**Executive Assistant – PIEA 01**

**Job Objective**

Our client is the regional distributor for the world's leading manufacturers of sanitary ware and bathroom fittings and accessories. The organisation excels in the provision of total bathroom solutions, creating unique and innovative bathroom themes for both the domestic and commercial markets. The organisation provides total design solutions with the highest level of professionalism to give its clients maximum satisfaction, relaxation and wellness.

We are currently looking to help our client fill the role of Executive Assistant.

The Executive Assistant will be responsible for providing administrative support to the Managing Director

<b>Job Title:</b>	Executive Assistant
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<b>Department:</b>	Administrative Department
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<b>Reports to:</b>	Managing Director
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**Job Purpose**

Working closely with the Managing Director, providing the necessary administrative support.

**Key Roles and Responsibilities**

- Manage internal and external official documentation and correspondences on behalf of or at the instruction of the Managing Director
- Coordinate the calendar, travel, meetings and schedule arrangements for the Managing Director
- Relieve the Managing Director of administrative details by screening calls, scheduling appointments, receiving calls and responding to requests for information and other routine external requests
- Liaise with relevant units on trips involving the Managing Director
- Provide leadership and assistance on a variety of adhoc and special organisational projects

**Skills/Competence Requirement**

- Planning and Organising

- Data/Information Management
- IT Appreciation & Application
- Reporting
- Financial Systems Savvy
- Written Communication
- People Management skill
- Relationship Management
- Proficient in the use of Excel and numerate software

### **Job Attributes**

### **Qualifications & Experience**

- B.Sc in any related discipline
- Minimum of 2.2;
- 3-4 years cognate experience in brand and marketing

### **Personal Attributes**

- Precise
- Cultured
- Analytical
- Dutiful
- Meticulous
- Intelligent

### **Job Dimensions**

### **Key Relationships:**

- As stated above.