

EXECUTIVE ASSISTANT TO MANAGING DIRECTOR

Job description:

- Assists the Managing Director with:-
 - ✓ Daily administrative duties
 - ✓ Managing an active calendar of appointments;
 - ✓ Composing and preparing correspondence;
 - ✓ Arranging travel plans, itineraries
 - ✓ Agendas and compiling documents for meetings.
 - ✓ Report preparation.
 - ✓ Scheduling and follow-up.
 - ✓ Reporting and feedback
 - ✓ Communicates with the general staff on behalf of MD and coordinates logistics with high-level meetings both internally and externally.

Qualification: Bachelor/Master's Degree in any discipline

Experience: 3-5 years in handling a similar position.

Skill sets:

- ✓ Proficiency in English.
- ✓ Excellent communication skills
- ✓ Excellent Typing Speed.
- ✓ Strong interpersonal skills
- ✓ Proficiency in Windows/MS Office and other latest application Software

Female candidates are preferred.

If you are the right fit for the position, please forward your CV along with the latest Photograph to cv@conquerhr.com / conquerhr@gmail.com

TEAM HR

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