

EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR (FEMALE)

Duty Station:	Peshawar
No of Positions:	01
Report To:	Managing Director
Salary Package:	Equivalent to BPS16 of KP Project Pay Policy

A. Job Description

i) Overall Role

The Executive Secretary is responsible for providing the necessary support to Managing Director (MD) KPUMA by offering a complete secretarial and administrative support and general office duties of a responsible and confidential nature.

ii) Key Responsibilities

The position of Executive Assistant to the Managing Director has primary responsibility to provide a complete secretarial and administrative service to facilitate and allow him to concentrate on mainstream activities.

iii) Key Tasks

- Upkeep of the Managing Director's (MD) office and a single point contact to his office.
- Provide a complete correspondence service to ensure that it is dealt with efficiently; Read/ open and screen incoming correspondence including letters, memos, faxes, emails and reports; make preliminary assessment of the importance of material and present to MD.
- Prepare responses to correspondence containing routine inquiries; Compose letters, reports, memoranda for MD's signature, gathers and summarizes data to ensure availability; Review, proofread, and edit documents prepared for the MD's signature; Compose letters and memoranda in response to inquiries; Take and transcribes dictation on technical and confidential matters from the MD; Framing documents, briefing papers, reports and presentations.
- Manage and maintain MD's schedule and calendar to enable him to attend all key meetings at the appointed times; Prepare the daily activity and important documents to be signed by the MD; Setup and coordinate appointments, meetings, and conferences; Maintain contact directory.
- Collect materials for meetings, speeches, and conferences; Plan, coordinate and organize meetings and presentations; Prepare and distribute meeting agenda; Take minutes and keep records of proceedings; Create, compile, and distribute minutes of meeting.
- Make travel and accommodation arrangements; Prepare itineraries; Prepare, compiles and maintain travel vouchers and records; Coordinate with finance for payments.
- Receive and screen incoming calls and visitors, determine which are priority matters, and alert the MD accordingly; Make referrals to appropriate staff or provides requested information.
- Communicate MD's instructions, directives and assignment to individuals and /or departments and follow up on the status; Furnish and obtain required information.

- Establish and maintain records and filing systems, replenish stationery and arrange for the efficient operations of MD's office equipment and machinery.
- Sign for mail / courier packages; courier arrangement.
- Perform any other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

Bachelor degree from a HEC recognized University.

Specialized Training – communication skills, office management, executive secretaries course, MS office, short hand, note taking, event management, English language or related fields.

b) Experience

Minimum of 8 years of post-qualification relevant experience including a minimum of 3 years of experience in a similar role is highly desirable. Proficiency in IT and Microsoft Office is essential.

ii) Core Competencies

- Good working knowledge of using MS Office to a competent level, especially MS Word, Excel, PowerPoint and Outlook;
- Highly organized with ability to manage and prioritize tasks and work autonomously;
- Ability to exercise sound judgment, tact and discretion;
- A good deal of common sense, etiquette and an ability to think well;
- Shorthand and excellent typing skills with speed and accuracy;
- Excellent organizational skills;
- Excellent communication skills, both verbal and written;
- Demonstrated ability to arrange meeting schedules, compile minutes and follow up on meeting decisions as are required from time to time,
- Comfortable in dealing with senior management and other stakeholders as required.

iii) Circumstances

- Age over 30 - 40 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required)