

## EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR (FEMALE)

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| <b>Duty Station:</b>    | Peshawar                                     |
| <b>No of Positions:</b> | 01   |
| <b>Report To:</b>       | Managing Director                            |
| <b>Salary Package:</b>  | 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 an HEC recognized University.

#### **b) Experience**

Minimum of 5 years of post-qualification relevant experience including a minimum of 3 years of experience in a similar role will be preferred. 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 not exceeding 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)