

## Job Brief

We're on the hunt for a proactive Junior Executive Assistant. This role is ideal for individuals eager to build a solid foundation in the business world. You'll be the backbone of our executive team, providing high-level administrative support. Your ability to manage tasks efficiently and effectively will be key to our success.

## Responsibilities

- Manage calendars, schedule meetings and appointments for executives.
- Prepare reports, memos, invoices, and other documents.
- File and retrieve corporate records, documents, and reports.
- Help prepare for meetings and accurately record minutes.
- Make travel arrangements for executives.

As an EA, your primary responsibilities include calendar management, document preparation, record keeping, meeting preparation, and travel arrangements.

## Requirements and Skills

- A degree in Business Administration or related field.
- Exceptional organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Ability to work under pressure and meet tight deadlines.
- Discretion and confidentiality.

# Ea Job

**AN Whitehead**



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