

SECRETARY JOB DESCRIPTION

Department : OPERATIONS

Core responsibilities:

- Managing the MD's diary
- Provide administrative support for any ad-hoc projects
- Reading, monitoring the MD's email and making relevant follow ups
- Answering calls and liaising with clients competently
- Preparing correspondence on your boss's behalf as and when required
- Assisting teams as and when required
- Planning and organising meetings
- Organising travel and preparing complex travel itineraries for MD and relevant parties
- Taking action points and writing minutes
- Preparing papers for meetings
- Organising lunch for board and other meetings as and when required
- Provide support in planning, organising and managing events
- Conducting research
- Preparing presentations
- Managing and reviewing filing systems as and when needed
- Typing documents
- Sourcing and ordering stationery and other corporate items as and when required
- Any other cognate duties

Personal/Self-Management

- Excellent communication skills (verbal and written) with the ability to quickly build relationships at all levels of the organisation
- Excellent interpersonal, organisational skills and a service minded attitude
- Accurate with excellent attention to detail
- Ability to work on own and prioritise without direction
- Flexible, positive, self-motivated , patient and tenacious attitude
- Ability to manage multiple tasks in an environment of rapid change and shifting priorities
- Is courteous and acts respectfully towards all staff and clients.
- Very efficient and proactive
- Understands the importance of discretion and applies same at all levels
- Extremely discreet
- Understands the importance of confidentiality
- Shows a good, pleasant attitude