

Job description

Job Title	Administrative Assistant
Name / Title of Manager	Angelika McKay
Deputy	N/A
Date	17-MAY-2018
Version	1

Generic position description

The Administrative Assistant is an experienced individual contributor who has experience supportive Executive level leadership. The Administrative Assistant is an individual contributor that works under supervision of more experienced colleagues within the same technical or support area, or under close supervision of the supported staff. Supports professionals in their functions by solving tasks.

Position specific requirements

- Ability to build trust with all stakeholders
- Strong analytical skills
- Dynamic and able to take on complete tasks swiftly and thoroughly with sophistication and professionalism even when scheduling conflicts occur
- Demonstrated proficiency with key administrative tools including Outlook, Word, Excel and PowerPoint
- A high degree of professionalism and demonstrated ability to maintain confidentiality
- Great verbal and communication skills
- Able to work independently and with a team
- Highly organized, with an attention to detail

Qualifications

- Minimum of 5 years of experience
- Bachelor's degree preferred but not required

Other valuable capabilities

- Experience supporting Executives in a fast paced environment

Responsibilities & Main tasks

- Schedules and coordinates executive meetings, conference calls, training and other special events, logistics, technical/audio requirements, catering etc.
- Arranges domestic and international travel, which may include developing itineraries and agendas, booking transportation and hotel arrangements.

- Prepares, tracks and ensures timely submission of expense reports for CCO, CMO and their direct reports.
- Creates PowerPoint presentations, including graphics and tables
- Reviews data and performs analysis using pivot tables, v-lookups and formulas
- Assists with interview scheduling and coordination to ensure a smooth candidate experience.
- Serves a backup Administrative Assistant as needed for other Executives.
- Assists with PO process and creation of invoices.

Authorization Level

- According to PO system

Direct reports

- N/A

Date (DDMMYYYY)

Signature Employee

Date (DDMMYYYY)

Signature Manager