

Job Description

Department	CEO Office
Corporate Title	Executive Assistant
Reporting Line	Chief Executive Officer

Job Duties:

Provide full spectrum of secretarial and administration support to Chief Executive Officer and Sales and Marketing Division.

Provide comprehensive secretarial support to Chief Executive Officer:

- Support all aspects of CEO's daily work routine
- Manage CEO's calendar, including scheduling appointments, meetings and business events.
- Compose documents and letters for CEO's signature
- Prepare and organize rundown and agenda in relation to business meetings and events, booking venue as well as arranging transportation and catering matters.
- Assist in the preparation of agendas, reports and PowerPoint presentations
- Arrange travel itineraries, transportation arrangement, hotel reservation and claims reimbursement.
- Play key role in communication with internal and external parties.

Administration Support to Sales and Marketing Division:

- Handle monthly stationary ordering and name card ordering for department
- Assist in quarterly stock take exercise of Division's premium gifts
- Act as an effective communication channel between internal senior executives and external parties
- Perform other ad-hoc duties as assigned by Management

Qualifications & Requirements:

- Degree holder or above
- Minimum 5-7 years relevant experience
- Proactive, detail-oriented, well-organized and self-motivated
- Proven ability to multitask and work under pressure
- Excellent communication, interpersonal, negotiation and influencing skills
- Good command of both written and spoken English