

## Administrative Assistant to the CEO

### Job Description:

The Administrative Assistant's responsibility is to support the Chief Executive Officer (CEO) in a timely and professional manner. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### Responsibilities:

- Act as the point of contact between the CEO and executive, employees, clients and partners.
- Manage the CEO's schedule and ensure it is followed and respected. Schedule appointments and meetings. Manage, maintain and update the CEO and executives' calendars.
- Keep the CEO well informed of upcoming commitments and responsibilities.
- Prepare the CEO for internal and external meetings (agendas, documents, briefings).
- Compose, edit and prepare correspondence such as letters, emails, etc.
- Follow up on contacts on behalf of the CEO and support the cultivation of ongoing relationships.
- Attend meetings (internal & external) with the CEO when needed and take minutes.
- Research and follow up on issues and concerns addressed to the CEO. Work closely with them to determine appropriate course of action or response.
- Manage and follow up on assignments, projects and requested appointments.
- Schedule, lead and manage events such as luncheons.
- Manage and complete monthly expense reports in SAP Concur.
- Coordinate travel arrangements; prepare itineraries and plan logistics.
- Perform general administrative duties such as backing up phone calls for the office, organizing, etc.
- Handle personal matters as needed.

### Qualifications and Requirements:

- Experience supporting C-Level Executives.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Experience in internal and external communications and partnership development.
- Strong interpersonal skills.



- Strong written and verbal communication skills.
- The ability to work independently and in a fast pace environment.
- Forward looking thinker, who actively takes the initiative and proposes solutions.
- Proficient in Microsoft Suite and Social Media.
- Manage complex tasks requiring the use of independent judgment and initiative.
- Maintain confidentiality of highly sensitive information.

