

Minimum 3 Years of Experienced professional with strong organizational skills and ability to coordinate multiple tasks. Bringing concise and clear writing and verbal communication skills, filing, keyboarding skills, ability to handle high volume calls, and excellent administrative skills. As a result, strong attention-to-detail and a high level of discretion Reporting directly to the Director will be providing executive support in a one-on-one working relationship.

Acting as a first point of contact dealing with correspondence and phone calls. Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive.Booking and arranging travel, transport and accommodation.Organizing events and conferences.