

## **Job Title: Executive Virtual Assistant**

### **Job Description:**

We seek a highly skilled and motivated Executive Virtual Assistant to provide comprehensive administrative support to our senior leadership team. As the Executive Virtual Assistant, you will play a pivotal role in enhancing the productivity and efficiency of our executives by managing their schedules, communications, and tasks. You will be a reliable point of contact and facilitator for internal and external stakeholders, ensuring seamless communication and coordination.

### **Responsibilities:**

#### **Calendar and Schedule Management**

- Organize and maintain complex calendars, scheduling meetings, appointments, and travel arrangements for executives.
- Proactively manage conflicting priorities and changes to ensure optimal time management.

#### **Communication Liaison**

- Serve as a primary point of contact for internal and external communications on behalf of executives.
- Draft, edit, and proofread emails, correspondence, reports, and presentations with high accuracy.

#### **Task and Project Coordination**

- Assist with project management tasks, including tracking deadlines, milestones, and deliverables.
- Coordinate cross-functional teams and ensure effective collaboration.

#### **Information Management**

- Organize and maintain confidential files, documents, and records, exercising discretion and confidentiality.

### Travel and Event Coordination

- Arrange travel itineraries, accommodations, and logistics for executives.
- Coordinate and plan events, conferences, and meetings as required.

### Research and Analysis

- Conduct research and compile data to support decision-making and strategic initiatives.
- Provide summarized reports and recommendations based on research findings.

### Administrative Support

- Handle administrative tasks, such as expense reporting, invoice processing, and documentation.
- Prepare agendas, materials, and briefs for meetings and presentations.

### **Requirements:**

- **Proven Experience:** Minimum of 3 years of experience as an Executive Assistant or similar role supporting C-level executives or senior management.
- **Exceptional Organizational Skills:** Ability to manage multiple tasks and priorities in a fast-paced environment, demonstrating excellent attention to detail.

- Assertive Communication: Excellent written and verbal communication skills, with the ability to interact confidently and professionally with stakeholders at all levels.
- Tech-savvy: Proficient in using productivity software and tools, including Microsoft Office Suite, virtual communication platforms, and project management software.
- Discretion and Integrity: Uphold a high level of confidentiality when handling sensitive information.
- Problem-Solving: Resourceful and proactive in finding solutions and resolving challenges independently.
- Adaptability: Able to quickly adapt to changes, shifts in priorities, and new technologies.
- Time Management: Demonstrated ability to manage time effectively and prioritize tasks to meet deadlines.
- Bachelor's Degree: Preferred in a relevant field, but not mandatory.

**Benefits:**

- Competitive salary and benefits package.
- Flexible remote work options.
- Opportunity to work closely with a dynamic leadership team.
- Professional growth and development opportunities.

If you are a dedicated and organized professional passionate about supporting senior executives, we invite you to apply for this exciting role as an Executive Virtual Assistant. Join our team and contribute to the success of our organization by enabling our leaders to focus on strategic initiatives.