

<b>DEPARTMENT:</b>	Research and Development
<b>LOCATION:</b>	51 A Railway Road, Cunupia
<b>JOB TITLE:</b>	Executive Assistant
<b>REPORTS TO:</b>	Vice President - Technology

**JOB SUMMARY:**

The Executive Assistant is generally accountable for the provision of a full range of highly confidential and executive management support services for the Vice President - Technology. The role requires great attention to detail, organizational skills, and the ability to meet tight deadlines and manage multiple critical requests. A high level of integrity and discretion in handling confidential information is essential as well as professionalism in dealing with senior professionals inside and outside the company. This role also requires the candidate to react with appropriate urgency to situations that require a quick turnaround.

**JOB DUTIES AND RESPONSIBILITIES:**

- Manage the Vice President – Technology’s calendar to assist in the planning and prioritization of his/her work schedule. This entails scheduling appointments, planning itineraries, and ensuring the arrangements of meetings/business trips on behalf of the Vice President - Technology.
- Track and help drive the completion of key deliverables and following up on outstanding items within the various departments within the Company as well as with external stakeholders as required.
- Maintain the confidentiality of information received, or within the scope of the position.
- Process all required communications including phone calls, emails, correspondence, memos, meeting minutes, mails etc. for the Vice President - Technology including liaison with internal regional partners, cross sector colleagues, customers, partners, and suppliers, as necessary.
- Organize internal and external meetings for the Vice President - Technology, which includes planning, coordinating, and preparing presentations.
- Attend meetings with the Vice President - Technology as required to create, issue, and ensure follow up on meeting minutes/action items.
- Act as liaison for all direct reports, other departments, and outside agencies.
- Address complaints and resolving problems (as required).
- Assist with the design, development and implementation of various programs, projects and assignments aligned with functional processes and service.
- Management and maintenance of Credit Card and expense reports for the Vice President – Technology.
- Any other duties as may be required.

**JOB KEY PERFORMANCE INDICATORS (KPIs):**

- Collation of Management reports for Research and Development or IT Teams as required.
- Manage and maintain all KPI reporting from Laser system for all development projects.
- Ensure that other team members within the departments are meeting KPI’s.

**EDUCATION AND EXPERIENCE:**

- Degree in Business Management, qualification in Administrative or Office Management will be an asset.
- At least 3 years’ experience in a senior administrative role

**PERSON SPECIFICATION:**

The incumbent must demonstrate the following skills:

- Proven ability to maintain confidentiality and flexibility in a fast-paced environment – Excellent written and spoken English.
- Highly skilled in Microsoft Office Suite
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.

- Ability to multi-task effectively and work within tight deadlines to meet targets.
- Detail oriented.
- Confidentiality
- Integrity and ethics

**HSE RESPONSIBILITIES:**

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and Report any and all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.