

Job Description - 'Executive Assistant'

Job Purpose:

Enhances effectiveness of Head of the Department by providing information management support; representing the Head of the Department to others.

Reports to: Head of the Department

Main working relationships: HOD/Teachers/Students

Duties:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Managing day-to-day operations of the Head of the Department
- Maintaining appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Organising and maintaining files and records; managing projects and conducting research
- Preparing, editing and analysing correspondence, reports and presentations
- Collecting and analysing information, initiating telecommunications.
- Representing by attending meetings in the Head of the Department's absence, speaking for the Head of the Department, if needed.
- Welcomes guests and parents by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to staff & following up on results.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Executive Assistant Skills and Qualifications:

Writing Skills, Reporting Skills, Scheduling, Microsoft Office Skills, Time Management, Presentation Skills, Travel Logistics, Verbal Communication

Required Education:

Bachelor's Degree recommended

Other requirements:

Administrative experience, preferably from IB school background.

This Job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee for the job. Activities, duties and responsibilities may change at any time with or without notice. The updated version will be made available to your team and any changes will reflect in the same and imply a change in your duties. You will be kept informed of the same by your lead. If you are given additional responsibilities of a temporary nature through mutual discussions with your Leader, then the JD for the additional role will be explained to you.