

Role Specification

Title: Administration Assistant

Grade: 10

Unit: Chief Executive Officer's Office

Reporting to: Chief Executive Officer (CEO)

Role Summary

To provide executive support to the CEO.

Key Tasks/Responsibilities

- Managing the diary of the CEO and supporting workload management.
- Arranging meetings and events in which the CEO is involved, including travel arrangements, and putting together preparation material for each meeting, and taking notes at meetings as required.
- Monitoring all e-mail and written correspondence, implement an immediate acknowledgment process and work with CEO to ensure full responses and action are progressed.
- Supporting the development of highly visual reports, presentations, briefing papers, and other documents with the CEO.
- Supporting communication with staff across the organisation by the CEO.
- Creating and maintaining office systems, records, and a file management system.
- Monitor and support updating of social media accounts and develop content for SOLAS intranet.
- Undertaking other duties as required/assigned to by management from time to time.

Requirements

- Has a clear understanding of the role.
- Excellent knowledge of Microsoft Office and in particular Outlook, Word, Excel and Access database, modern technology platforms and social media.
- Driven to ensure that tasks are completed to a high standard.
- Flexible and innovative approach to work.

- Proven track record in a busy working environment.
- Excellent administration experience.
- Problem-solving abilities.
- Ability to plan, organize, monitor assigned tasks and meet deadlines.
- Ability to play an active role in a team.
- Excellent communication skills.
- Enthusiastic, discreet, respects confidentiality, conscientious, honest and trustworthy.