JOB DESCRIPTION
Executive Assistant

Mission
The mission of the Executive Assistant is to perform administrative duties for the executive management, to liaise with government agencies and to manage travel arrangements.

Duties

• Maintain the Dean’s and Managing Director’s calendars by planning and scheduling meetings, teleconferences, etc.
• Provide secretarial support for the Dean and Managing Director
• Make available historical data, develop filing and retrieval systems, record meeting minutes when requested
• Welcome guests and partners
• Answer and/or direct internal and external inquiries
• Liaise with government bodies and ensure reporting timelines are met
• Generate reports by collecting and analyzing information if and when requested
• Raise purchase request/order via Sage x3
• Manage travel and accommodation arrangements for staff and lecturers
• Manage travel agency
• Coordinate and manage catering needs
• Manage a small team of support staff
• Assist the HR manager when needed
• Ad hoc tasks as required

Requirements

• Bachelor’s Degree/Post Graduate Diploma/Professional Degree
• 7-10 year of experience in relevant position in international and multicultural environment
• Excellent interpersonal skills
• Fluent in written and verbal English
• Sensitivity to confidentiality
• Strong organizational and administrative skills
• Resourceful and flexible
• Ability to prioritize and multitask
ESSEC Asia-Pacific

**Miscellaneous**

Type of contract: Permanent

Remuneration: To commensurate according to experience of candidate

Place of work: 5 Nepal Park, Singapore 139408

How to apply: Please submit your application to jobs.apac@essec.edu