

Career Opportunity

Position

Executive Assistant to Head of Chambers

Vacancy

01 (One)

Job Responsibilities

- Manage the Head of Chambers diary, including making appointments and scheduling meetings with all necessary arrangements
- Preparing agendas, taking dictation and minutes and writing them up subsequently
- Handling confidential information in a professional and discreet manner
- Booking and arranging travel, transport and accommodation
- Reminding the Head of Chambers of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- With a primary responsibility of supporting the Head of Chamber, provide support to the executive team as directed by the Head of Chamber to ensure the firm's goals and objectives are accomplished, and operations run efficiently
- Maintain and refine internal processes that support to the highest-ranking executives company-wide, coordinating internal and external resources to expedite workflow
- Managing databases and filing systems
- Draft letters and answer correspondence for Head of Chambers as directed
- Design and layout Chamber advertisements and publications
- Maintaining the current filing and database system, and looking for ways to improve current systems
- Contributes to team effort by accomplishing related results as needed.
- Miscellaneous tasks to support the Head of Chamber, which will vary according to the sector and to the Head of Chamber's remit, such as completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.

Employment Status

Full-time

Educational Requirements

- MBA degree from any reputed university

Skills & Knowledge

- Ability to multitask and priorities tasks
- Excellent time management skills
- Well-developed organisational skills
- Professional discretion
- Experience on various software, including word processing, spreadsheets, databases, and presentation software.
- Excellent proficiency in written and spoken English
- Competency in computer literacy is mandatory
- Working knowledge of business as well as local, state, and federal government
- Candidate have to possess positive work attitude, integrity, good manners/courtesy, etiquette and good interpersonal skills
- Candidate must be ready to work under pressure.

Work Experience:

5 years of experience in related field

Job Location

Bangla Motor,Dhaka.

Salary

Negotiable

Compensation & other benefits

As per policy of the firm.