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## JOB DESCRIPTION – EXECUTIVE ASSISTANT

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**Job Title:** Executive Assistant

**Department:** Corporate and Administration

**Reports To:** Chief Executive Officer (CEO)

### Job Overview

As the Executive Assistant at Trendie, you will assume a critical role in providing high-level administrative support to the Chief Executive Officer (CEO) and other key members of the executive team. Your contributions will be integral to ensuring the smooth operation of the executive office by managing schedules, coordinating meetings, facilitating communication, and overseeing essential administrative functions. This role is crucial in enabling the leadership team to focus on strategic objectives while you take charge of the day-to-day administrative responsibilities that drive operational efficiency and organisational success.

### Key Responsibilities

- **Schedule Management:** Efficiently coordinate and manage the daily schedules of the CEO and other executives, including the planning and organisation of meetings, appointments, conferences, and travel arrangements. Ensure that time is optimised and priorities are well balanced.
- **Meeting Coordination:** Prepare, organise, and distribute all necessary materials, agendas, minutes, and presentations for executive meetings. Anticipate meeting needs, ensuring seamless execution of all logistical details.
- **Communication Handling:** Manage and prioritise incoming and outgoing communications, including emails, phone calls, and written correspondence. Ensure timely and professional responses are provided, maintaining clear communication between the executive team and internal or external stakeholders.
- **Document Preparation:** Assist in drafting, reviewing, and finalising reports, presentations, proposals, and other key documents for executive review and approval. Ensure all materials are meticulously prepared and align with corporate standards.

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- **Project Coordination:** Lead and coordinate special projects assigned by the executive team, managing timelines, resources, and stakeholder engagement to ensure successful and timely project delivery.
- **Confidential Record Keeping:** Maintain accurate and secure records, handling confidential information with the utmost discretion and professionalism. Adhere to company policies and privacy regulations at all times.
- **Stakeholder Liaison:** Act as a primary point of contact between executives and both internal and external stakeholders. Foster positive working relationships, ensuring clear and effective communication channels are established and maintained.
- **Event Planning and Coordination:** Organise and manage executive meetings, company events, and conferences, overseeing all logistical aspects, including venue selection, catering, and technology requirements, to ensure successful event execution.
- **Administrative Support:** Provide comprehensive administrative assistance across various departments as needed, supporting overall business operations and promoting a collaborative working environment.

## Qualifications and Experience

- **Education:** Bachelor's degree in Business Administration, Communications, or a related field is required.
- **Experience:** A minimum of five (5) years' experience in an executive assistant or senior administrative role, preferably within a corporate environment, is essential.
- **Organisational Skills:** Demonstrated expertise in organisational and time management skills, with a proven ability to manage complex schedules and prioritise competing demands.
- **Communication Skills:** Exceptional verbal and written communication skills, with the ability to interact confidently and effectively with executives, colleagues, and stakeholders at all levels of the organisation.
- **Technical Proficiency:** High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office management tools. Familiarity with project management software and cloud-based collaboration platforms is highly desirable.



## Skills and Competencies

- **Confidentiality and Discretion:** A trusted professional capable of handling sensitive and confidential information with the highest degree of discretion and ethical standards.
- **Attention to Detail:** A strong eye for detail and accuracy in all tasks, ensuring that documents, communications, and project coordination are completed to the highest standard.
- **Multitasking Abilities:** Demonstrated ability to manage multiple priorities and tasks simultaneously, with a focus on delivering results in a fast-paced, dynamic work environment.
- **Problem-Solving:** Proactive and solutions-focused, with strong decision-making capabilities. Able to anticipate challenges and implement practical solutions to drive efficiency.
- **Teamwork and Collaboration:** While able to work independently with minimal supervision, also demonstrates strong collaboration skills and the ability to work as part of a team, fostering a positive and productive work environment.

## Working Conditions

This is a full-time position based in the executive office, requiring a high degree of flexibility and adaptability. Occasional overtime or extended hours may be necessary to meet the needs of the CEO and other executives. A professional, polished demeanour is essential, as the role involves high-level interactions with both internal and external stakeholders.

## Key Performance Indicators (KPIs)

- **Schedule Management:** The efficient and effective management of executive schedules, ensuring minimal disruptions and maximum productivity.
- **Accuracy and Timeliness:** High levels of accuracy and timeliness in handling communications, document preparation, and administrative tasks.
- **Project Coordination:** Successful completion of special projects within set deadlines, meeting executive expectations and organisational goals.



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- **Document Quality:** Consistently high standards in the preparation, formatting, and presentation of executive reports, documents, and presentations.
- **Stakeholder Satisfaction:** Positive feedback from executives, colleagues, and external stakeholders regarding the quality of support provided.

## Company Values and Culture

At Trendie, we uphold values of professionalism, integrity, and excellence in all aspects of our business. As an Executive Assistant, you will play a vital role in promoting these values, ensuring that the executive office operates at peak efficiency and professionalism. You will be part of a forward-thinking and dynamic team, contributing to our company's long-term success and growth.

## Career Path and Development

This role offers opportunities for career growth and professional development. With proven performance and commitment, you may advance to positions such as Senior Executive Assistant, Chief of Staff, or Office Manager. Opportunities also exist to specialise in areas such as corporate governance, executive operations, or strategic project management, depending on your interests and career aspirations.

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