



JOB DESCRIPTION

Job Title:	EXECUTIVES ADMINISTRATION OFFICER
No. of Employees in this job:	<i>One</i>
Department:	<i>CEO's Office</i>
Grade:	<i>B5</i>
Date:	<i>February 2023</i>

First level superior:	<i>Chief Executive Officer</i>
Number and type of subordinates:	<i>None</i>

MINIMUM REQUIREMENTS:

EDUCATION: (Minimum necessary to perform job) <i>Business Studies related Degree.</i> <i>Driver's License</i>	EXPERIENCE: <i>At least three years working experience in administrative functions in a big entity. Proficiency in Microsoft suite applications, especially creating PowerPoint presentations and Excel spreadsheets.</i>
STATUTORY REQUIREMENTS: <i>None</i>	

	<u>Name</u>	<u>Signature</u>
EXECUTIVES ADMIN OFFICER	_____
Verified by CEO:	_____



JOB DESCRIPTION

NAME:	DESIGNATION: EXECUTIVES ADMINISTRATION OFFICER
LOCATION: HEAD OFFICE	IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

SUMMARY OF DUTIES/RESPONSIBILITIES:

1. Provide administrative support and assistance to the three executives (Chief Executive Officer, Commercial Director and Financial Director), plus other members of ESA governance structures (President, Vice President, Chairman, Negotiating Team, etc) by performing the following administrative duties:
 - a) Attending to administrative enquiries.
 - b) Arranging appointments and meeting venues (internally and externally).
 - c) Arranging international business travels (booking flights/accommodation and Visa applications).
 - d) Participate in and ensure good coordination/execution of corporate functions for ESA, including sending out of invitations and following up on RSVPs.
 - e) Placing and screening telephone calls coming from the Reception to the executives.
 - f) Circulation of official correspondence and filing.
2. Coordinating, managing, circulation and/or uploading of industry meetings packs.
3. Provide general administrative support for all industry meetings such as Council, MEC, Quota Board and Allocations Committee.
4. Develop and maintain an efficient filing system (electronic and manual) for the executives.
5. Keep record of tenders and contracts and act as Secretary to the Tender Committee.
6. Facilitate drafting and signature of contracts.
7. Draft, circulate and/or upload presentations.
8. Coordinate availability and distribution of promotional materials for executives.
9. Ensure replenishment of refreshments in executives offices and for their designated meetings.

ADDITIONAL TASKS:

1. Perform administrative duties, which may be requested by any member of the management team.
2. Assistance with limited requests for executives private arrangements.
3. Perform any other duties assigned from time to time by Immediate Supervisor.

REVIEWED BY:	ACCEPTED BY:
SIGNATURE:	SIGNATURE:
DATE:	DATE: