

Terms of Reference – Executive Assistant

TORs:

- Support the top management in their office work
- Managing filing system.
- Handling incoming calls and other communications.
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Performing general office clerk duties and errands.
- Coordinating events where necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.

Qualification & Experience:

14-years of education in Business Administration, Finance, Commerce or Economics

- i. 04-years relevant experience in a reputable and large public sector or private organization
- ii. Strong communication skills in English
- iii. Proficiency in MS office and another basic IT Software.