

Job Title: Executive Assistant (EA to Project Director)

Location: Kampala, Uganda

Reporting to: Projects Director

Job qualifications:

- ✓ Graduate degree preferably from a recognized premium institute with knowledge of working as EA to Director level.
- ✓ 10 -15 years of experience of EA role in preferably banking, hospitality or a large corporate organisation.
- ✓ Superior knowledge and conversant with Excel, Word reports, preparing Power point presentations are essential.

Job Description

- Performing a variety of administrative or executive support tasks that are often highly confidential and sensitive.
- Coordinating office management activities for the Project Director.
- Coordinating and facilitating the Projects Director's calendar to arrange appointments, meetings and conferences.
- Reading and screening incoming correspondence and reports, making preliminary assessment of the impertinent of materials and organizing documents; handling some matters personally and forwarding appropriate materials to the Projects Director.
- Researching, compiling, assimilating and preparing confidential and sensitive documents and briefing the Projects Director regarding content.
- Receiving and screening incoming calls and visitors, determining which priority matters are and alerting the Projects Director accordingly and making referrals to appropriate staff or providing requested information.
- Drafting composing letters and memoranda in response to inquiries.
- Producing a variety of document, charts and graphs in final form.
- Acting as liaison between the Projects Director, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments and where instructed, informing others of the Projects Director's position on issues.
- Maintaining excellent working relationships with all members of the Projects Department as well as Senior Executives of Group Companies.
- Updating the Projects Director on status of issues before scheduled meetings.
- Preparing agenda and collecting materials for meetings, speeches and conference, taking minutes and keeping records of proceedings.

- Planning and coordinating arrangements for meetings and conferences.
- Taking and transcribing dictation on technical and confidential matters from the Projects Director and providing word processing and secretarial support.
- Reviewing, proofreading and editing documents prepared for the Projects Director's signature.
- Operating standard office equipment.
- Recommending actions to be taken on office expenditure such as equipment and supply needs and assisting with preparation of the office budget.
- Improving quality of results by assisting with studying, establishment / revision and maintenance of office procedures and policies.
- Compiling and maintaining various filing and records management systems (including archiving of documents).
- Making travel arrangements; preparing itineraries; preparing, compiling and maintaining travel vouchers and records.
- Maintaining a petty cash float for the expenses of the Projects Director's office.
- Preparing reimbursement claims for the Projects Director, and following up for settlement of the same.
- Updating job knowledge by reading professional publications; maintaining personal network; participating in appropriate educational opportunities.
- Performing duties assigned by other Senior Executives of the Group who will need your services to accomplish their administrative tasks in Kampala.
- Adhering to the Safety, Health and Environmental Policy of the company.
- Performing any other related duties as may be assigned to you by the Projects Director / Management from time to time.