

Job Description

Job Profile Name:	Executive Assistant to Head of Sales Cluster SEA & Pacific
Location:	Singapore
Date:	June 2023

Summary of Job Contents

Responsible in providing total business support to Head of Sales Cluster SEA & Pacific.

Key Responsibilities

- Provide full spectrum of administrative support to Head of Cluster Sales.
- Scheduling of appointments, coordinating meetings, S6 Management Meetings, conferences and events as and when required.
- Preparation of meeting agenda, minute taking and notes of key meetings.
- Drafting correspondences on behalf of Head of Cluster Sales.
- Plan travel itineraries and making travel arrangement for Head of Cluster Sales and management team as directed.
- Prepare travel and expenses claim reimbursement on behalf of Head of Cluster Sales.
- Resourceful in managing competing priorities and able to handle tight deadlines.
- Prepare documents, correspondences and presentations.
- Undertake research, analyse data and prepare summary recommendations for reports or responses to enquiries as directed by Head of Cluster Sales.
- Providing support on company matters, including ordering catering, transportation and room set up
- Any other ad hoc tasks as assigned by Head of Cluster Sales.

Knowledge, skills and experience required

- A relevant tertiary/vocational qualification and or experience in Business Administration will be highly regarded
- 3-5 years experience providing executive level support including diary and travel management
- Advanced level of Microsoft Office – PowerPoint, Excel, Outlook, Teams
- Ability to manage high-level meetings, including preparation and distribution of meeting documentation, monitoring actions and minute taking
- Advanced verbal and written English language in particular the ability to draft high level business documentation on behalf of the Cluster Head of Sales
- Ability to work collaboratively with a wide range of stakeholders to ensure best collective outcomes and solutions
- Proactive, well organised, has excellent time management and problem solving skills
- Ability to relate to others at all levels and calm under pressure
- Ability to sustain high level performance, evidence based approach to problem solving and meet demanding work deadlines
- Excellent interpersonal skills, positive attitude, flexible and adaptable to change