

Job Title: Executive Secretary
Department: Enabling Services
Report to: Deputy Director
Team Members: Operational Staff
Employment Type: Full - Time

Job Summary:

Executive Secretary will be responsible for providing efficient secretarial, administrative, and support to Deputy Director.

Key Responsibilities:

- Serve as confidential secretary to the administrators.
- Assist in secretarial and administrative support to the assigned Deputy Director.
- Manage scheduling and maintain an up-to-date calendar for the Deputy Director, arrange internal and external appointments, and follow up as necessary.
- Handle inquiries and incoming correspondence.
- Prepare memos, letters, and related academic documents; send out letters or documents; and file correspondence.
- Prepare routine correspondence, reports, and paperwork.
- Assist in preparing presentation materials and other documentation; take minutes at meetings for the Deputy Director and circulate meeting minutes or post-meeting notes as appropriate.
- Provide administrative support for research projects as assigned.
- Organize meetings, events, and activities as assigned.
- Collaborate with other secretaries and colleagues to provide effective and efficient service to the Deputy Director.
- Maintain confidential department files and records.
- Handle special projects and perform other duties as assigned.

Qualifications:

- Bachelor's degree in English or related fields.
- 2 - 4 years' experience in secretarial service and administrative work.
- Good standard of written and spoken English.
- IT literate and familiar with day-to-day use of MS Office.
- Good organizational, administrative, and secretarial skills.
- An ability to work flexible hours.
- Flexibility, adaptability, and able to work under pressure and to deadlines.
- A problem solver and comfortable with confidentiality issues.

How to apply:

- Interested candidates should send CV to recruitment@sasin.edu.
- For more information about Sasin School of Management: www.sasin.edu.