

WE'RE HIRING!



Executive Assistant



The Executive Assistant provides high-level administrative support to the President. She will play a crucial role in facilitating the smooth operation of the executive's office and contribute to the overall efficiency of the organization.

Qualifications

- Bachelor's Degree Preferred
- Excellent verbal and written communication skills
- Strong organizational and multitasking abilities
- * FRESH GRADUATES are encouraged to apply
- Willing to work onsite in Ortigas, Pasig City (Monday to Friday , Flexible Time)

Responsibilities

- Manage the President's calendar, ensuring proper time allocation and prioritization.
- Act as a liaison between the executive and internal/external stakeholders.
- Screen and manage phone calls, emails, and other communications.
- Arrange and coordinate travel plans, including flights, accommodation and transportation
- Maintain organized and up-to-date files, both physical and electronic.
- Meeting Support and Administrative Support
- Maintain a high level of confidentiality regarding sensitive information.

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