

Executive Assistant to the CEO – Onsite

Description

- Manage scheduling for company executive(s)
- Organize and prepare for meetings, including gathering documents and attending to logistics of meetings.
- Answer and respond to phone calls, and communicate messages and information to the executive.
- Maintain various records and documents for company executive(s)
- Responsible for inventory, purchase, replenishment, and issuance of office supplies.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, expediting orders for supplies and verifying receipt of supplies.
- Responsible for application and renewal of insurances.
- Responsible for renewal of Business, Fire and Sanitary permits.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment & techniques.
- Responsible for renewal of contracts for Trion facilities
- Other duties as assigned.

Qualifications Required:

- Graduate of any 4-year course
- **With at least 5 years relevant experience**
- Must have excellent communication skills.
- Must have good organizational skills.
- Must have good interpersonal skills.
- With background to law and marketing is a plus but not required
- **Can start asap and can work ONSITE**

Hiring organization

Trion Group of Companies

Date posted

February 26, 2024