

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE CEO

Position: Executive Assistant to the CEO

Location: Arima, Trinidad and Tobago

Reports to: Chief Executive Office and General Manager

Job Summary:

We are seeking a highly organised and proactive Executive Assistant to support our CEO. The ideal candidate will have excellent communication and organisational skills, the ability to handle multiple tasks, and a strong capacity for professional interactions. This role involves tracking tender submissions and progress, managing the CEO's schedule, and ensuring smooth day-to-day operations.

Key Responsibilities:

- **Administrative Support:**
 - Manage and maintain the CEO's calendar, including scheduling meetings, appointments, and travel arrangements.
 - Handle incoming and outgoing correspondence, emails, and phone calls for the CEO and General Manager.
 - Prepare and edit reports, presentations, and other documents as needed.
 - Organise and maintain files and records, both physical and digital.
 - All other related work duties.

- **Tender Coordination:**
 - Track tender submissions and follow up on progress.
 - Coordinate with relevant departments to gather necessary information and documentation from clients, suppliers and team members for tenders.
 - Ensure all tender deadlines are met and submissions are accurate and complete.

- **Communication and Coordination:**
 - Act as a liaison between the CEO and internal/external stakeholders.
 - Coordinate meetings, prepare agendas, and distribute meeting minutes.
 - Facilitate effective communication within the executive team and across the company.

- **Project Management:**
 - Assist the CEO in managing projects and initiatives.
 - Track progress, deadlines, and deliverables to ensure timely completion of tasks.
 - Provide regular updates on project status to the CEO.

- Provide monthly Projects Bids Report.
- **Professional Interactions:**
 - Maintain a professional demeanor in all interactions and appearance.
 - Demonstrate excellent conflict resolution and problem-solving skills.
 - Foster positive relationships with all team members and external partners.

Minimum Qualifications, Experience and Skills:

- Associate Degree in Business Administration, Communications, or a related field is preferred.
- Three (3) years of experience as an Executive Assistant or in a similar administrative role, preferably supporting senior executives.
- Proven experience as an Executive Assistant or similar role.
- Strong organisational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Experience in tracking tender submissions and project progress is a plus.
- Ability to handle sensitive information with discretion and confidentiality.
- Strong interpersonal skills and the ability to manage complex professional relationships.

The following experience would be considered an asset:

- Experience in the construction or plumbing industry.
- Familiarity with tender submission processes and requirements.
- Project management experience.