

Executive Assistant

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Company: Sur

Location: Buenos Aires

Category: other-general

We are looking for an Executive Assistant to perform a variety of administrative tasks and support our company's senior-level managers. Executive Assistant's responsibilities include managing calendars, making travel arrangements and preparing expense reports. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance. Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to executive members.

Responsibilities

Act as the point of contact among executives, employees, clients and other external partners

Manage information flow in a timely and accurate manner

Manage executives' calendars and set up meetings

Make travel and accommodation arrangements

Rack daily expenses and prepare weekly, monthly or quarterly reports

Oversee the performance of other clerical staff

Act as an office manager by keeping up with office supply inventory

Format information for internal and external communication – memos, emails, presentations, reports

Take minutes during meetings

Screen and direct phone calls and distribute correspondence

Organize and maintain the office filing system

Requirements

Work experience as an Executive Assistant, Personal Assistant or similar role

Excellent MS Office knowledge

Outstanding organizational and time management skills

Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)

Excellent verbal and written communications skills

Discretion and confidentiality

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