

	<h1 style="text-align: center;">Executive Administrative Assistant</h1> <h2 style="text-align: center;">Job Description</h2>		<p>Document Number:</p> <p style="text-align: center;">JD-OP-14.06</p>
	<p>Department:</p> <p style="text-align: center;">Office of the President</p>	<p>Effective Date:</p> <p style="text-align: center;">June 14, 2016</p>	<p>Revision No</p> <p style="text-align: center;">0</p>

I Reason for Existence

Executive Administrative Assistant is responsible in enhancing the executive effectiveness by providing information, management support; representing the executive to others.

II Duties and Responsibilities

1. Assist in the organization, prioritization and overall management of the President and Chief Executive Officer's schedule and administrative needs by evaluating internal and external resources and effectively handling issues as they arise.
2. Handle sensitive and confidential material discreetly.
3. Support sales initiatives activities that the President and Chief Executive Officer is involved in such proposal preparation, audio visual presentation development and new client implementation processing.
4. Research and assemble information from variety of sources for the preparation of records, reports, and manuals; including compiling and manipulating data as needed.
5. Work as part of a team and/or take the lead in coordinating and planning organizational and joint collaborative meetings, communications, conferences and events.
6. Establish effective coordination between the Office of the President and Chief Executive Officer and the branch offices; communicates directives and targets to the branch heads.
7. Compose and conduct correspondences on behalf of the President and Chief Executive Officer.
8. Coordinate and provide travel arrangements, lodging and meal planning for the President and Chief Executive Officer and other executives as requested.

DDC: *Please refer to printed files for signatures of approvers.*

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9. Assist in sales and customer service activities as assigned.
10. Perform other functions that may be assigned by the management from time to time.

III Minimum Qualifications

1. Graduate of any 4 year course
2. Strong work tenure: with at least 5years supporting C-Level Executives
1. At least with 2 year experience working in a Logistics and/or Supply Chain industry.
2. Excellent oral and written communication
3. Proficient in Microsoft Office
4. Presentation skills
5. High interpersonal skills
6. Organizing skills
7. Decision making and problem solving skills
8. Can handle confidential information with discretion

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