

Department: OFFICE OF THE PRESIDENT

Position Title: EXECUTIVE ADMINISTRATIVE
SUPERVISOR

Effective Date: November 16, 2014

Revision No.:

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 over all management of the President & CEO'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 & CEO 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.

Prepared by:

Lizzie O. Magat
HR Manager

Reviewed by:

Noted by:

Chabio T. Sison
SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy
President & CEO

6. Establish effective coordination between the Office of the President & CEO and the branch offices; communicates directives and targets to the branch heads.
7. Compose and conduct correspondences on behalf of the President & CEO.
8. Coordinate and provide travel arrangements, lodging and meal planning for the President & CEO and other executives as requested.
9. Assist in sales and customer service activities as assigned.
10. Any other responsibility that is deemed required by the management.

III. QUALIFICATIONS

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

Prepared by: Lizzie O. Magat HR Manager	Reviewed by:	Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO	Approved by: Efren E. Uy President & CEO
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