|  |  |
| --- | --- |
|  | **JOB AND ROLE DESCRIPTION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Name** | Executive Assistant | **Company** | Eternal Health |
| **Job purpose** | The Executive Assistant possesses qualities such as promptness, organization, attention to detail, flexibility, patience, and determination.  In this role, you will work well both independently and on a team.  Your daily routines include interaction with employees of all levels, external partners, and company clients.  You will assist the CEO with executing their daily and quarterly tasks as well as company-wide goals. | | |

|  |  |
| --- | --- |
| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| * Bachelor’s degree in business preferred or equivalent experience. * Excellent verbal and written communication skills (English) | |
| **Training or Expertise** | |
| * High English level (Well spoken, well written) * Excellent computer skills, including Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel). | |
| **Experience** | * 3 or more years of experience supporting a senior executive (Desirable remotely for USA- based companies) |

|  |
| --- |
| **JOB FUNCTIONS** |
| * Work directly with the CEO to support all aspects of her daily work routine. * Manage CEO calendar, scheduling meetings, and prioritizing sensitive matters. * Coordinate travel and hotel arrangements. * Prepare for meetings, liaise with other attendees, gather documents, and coordinate distribution. * Take notes at meetings and maintain accurate records. * Draft reports, presentations, and documents for CEO review. * Conduct research and manage information flow in a timely and accurate manner. * Prepare, reconcile, and submit expense reports. * Special projects and other duties as assigned. * Exercise discretion and confidentiality at all times. |

|  |  |
| --- | --- |
|  | **JOB AND ROLE DESCRIPTION** |

|  |
| --- |
| **REQUIRED SKILLS** |
| 3 or more years of experience supporting a senior executive (Desirable remotely for USA- based companies) |
| Exceptional interpersonal skills. |
| Solid time management and organizational skills. |
| Excellent use of grammar and punctuation. Strong interpersonal, written, and oral communication skills (English) |
| A personable, detail-oriented self-starter. |
| Honest, reliable, and trustworthy. |
| Someone who exhibits sound judgment with the ability to prioritize tasks and meet deadlines. |
| Comfortable interacting with high-level executives. |
| Resourceful with a can-do attitude. |
| Thrives in a fast-paced role. |
| Very Patient, Responsible, extremely punctual |
| Willing to learn and take on new challenges with a flexible, can-do attitude (Looking for someone who ambitions a career with our company- long term) |

|  |
| --- |
| **WAGE COMPENSATION** |
| Compensation: $1,200 USD Monthly  Schedule: Monday to Friday from 8:00 AM – 6:00 PM  **However, as an exempt employee, you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.**  Internet and computer must be covered by the employee. |