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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position name** | Executive Assistant | **Company** | Magellan Jets |
| **Job purpose** | The Executive Assistant will provide high-level support to several members of the executive team. This role requires exceptional organization, attention to detail, flexibility, and professionalism. The ideal candidate will be highly adaptable, able to work both independently and as part of a team, while interacting with staff across all levels, external partners, and clients. This position involves managing the executives' day-to-day responsibilities and helping them meet their goals. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| Administrative management careers  College Diploma required  Master’s degree is desirable | |
| **Training or Expertise** | |
| Advanced proficiency in spoken and written English  Strong Microsoft Office skills  Salesforce knowledge is a plus | |
| **Experience** | 2+ years of executive and administrative support (remote experience preferred)  Experience supporting multiple senior leaders is highly desirable |

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| **JOB FUNCTIONS** |
| * Manage professional and personal calendars for the executives with keen attention to detail * Coordinate reminders for meetings and events * Assist in managing projects for executives and ensure they stay on track * Coordinate and organize both internal and external meetings and events * Handle purchases and orders for executives as needed * Screen and prioritize incoming calls, exercising discretion in the information shared * Prepare, edit, and assist with presentations (PowerPoint, PDF, spreadsheets) * Arrange travel logistics, including obtaining necessary documents (Visa/passport), and managing travel expenses * Handle routine activities proactively and flag potential issues or delays * Draft and prepare correspondence such as emails, reports, and presentations; review outgoing communications for accuracy and consistency * Manage multiple deadlines, plan and report on leadership meetings, and maintain complex and changing calendars * Oversee email management, prioritizing time-sensitive communications, and ensure high-quality messaging across the organization and to clients * Assist in research, timeline tracking, and responding to requests on behalf of executives |

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| **REQUIRED SKILLS** |
| * 2+ years of executive and administrative support experience * Exceptional grammar, punctuation, and communication skills (written and oral) in English * Highly organized, proactive thinker with strong initiative to manage high-priority projects with minimal direction * Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) * Discretion in handling confidential and sensitive materials * Strong collaboration skills and experience working with senior management * Highly punctual, responsible, and patient * Ability to exercise good judgment and tact in confidential situations * A flexible, can-do attitude, willing to take on new challenges and grow with the company long-term |

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| **WAGE COMPENSATION** |
| **Compensation**: $1,300 (USD) monthly  **Schedule:** Monday to Friday, 9:00 AM – 6:00 PM (occasional overtime as needed)  Internet and computer costs must be covered by the contractor. |