

Receptionist & Personal Assistant to the Chief Executive

JOB DESCRIPTION

Summary of job

Provide full administrative and secretarial support at a senior level to the Chief Executive to ensure the smooth management of her day-to-day affairs, and most effective use of his time. Handle sensitive and complex issues in a professional and objective manner. Take initiative as appropriate especially in the Chief Executive's absence. Will also be responsible for the front desk.

Main responsibilities

- Manage Chief Executive's electronic diary, assessing priority of appointments and reallocation as necessary.
- Manage Chief Executive's travel arrangements (including visas/accommodation).
- Process Chief Executive's correspondence, ensuring that incoming correspondence is dealt with by the Chief Executive/or on behalf of the Chief Executive, or other staff as appropriate.
- Maintain Chief Executive's office systems, including data management and filing.
- Maintain records of Chief Executive's contacts.
- Screen calls, enquiries and requests, and deal with them when appropriate.
- Assist Chief Executive in researching and following up with action on matters which fall within the Chief Executive's responsibility – chasing responses, triggering follow-up action.
- Produce documents, briefing papers, reports and presentations for the Chief Executive.
- Organise meetings and ensure that Chief Executive is well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers.
- Manage arrangements for Governing Council and Sub-Committee meetings, including production/distribution of agenda and papers.
- Assist Chief Executive, Development Manager & Communications Manager in arranging funding partner and other events.
- Meet and greet visitors at all levels of seniority with a positive, helpful attitude and a smile.
- Answering phones in a professional manner and routing out calls as necessary. maintain visitor's logs.
- Supervise all incoming/outgoing mail.
- Announcing clients as necessary.
- Any other duties as may reasonably be required by the Chief Executive.

External relationships

- Chief Executive's contacts.
- Governing Council.
- Strategic partners.
- Membership.
- Conference facility, catering and accommodation personnel.

Person specification

- Educated to degree level or equivalent.
- Experienced Personal Assistant at senior management level.
- Experience of electronic diary management.
- Experience of working in a professional firm or association environment.
- Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the organisation.
- Ability to organise and plan own work.
- Excellent attention to detail, with the ability to maintain a high level of accuracy.
- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise.
- Ability to work on own initiative.
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint.

Personal attributes we are looking for include: efficiency; flexibility; self-motivated; organised; proactive, delightful, inquisitive and cheerful.

We are therefore looking for a no-nonsense type of individual, who has the maturity and confidence to manage the Office of the CEO. The individual must have excellent grammatically correct written communication skills and a good command of spoken English. Maintaining absolute confidentiality is a fundamental requirement.

The individual will be required to match the working hours of the Chief Executive and must always be contactable whenever needed. Given the personal nature, this role is not suited for anyone who can not be in tandem with the Chief Executive.

The organization is a professional body established with the aim to: promote thought leadership in relation to business rescue and insolvency; promote law reforms for effective business recovery; provide professional training, education and certification for insolvency practitioners; and promote international cooperation with respect of insolvency practice around the world.

Mode of application:

- CVs with a 250-word cover letter can either be sent to francisca.boadu@garia.org or hand delivered to the GARIA office (7th Floor, SSNIT Emporium, Airport City, Accra) before **9:00am on 30 November, 2023**.