

Executive Assistant to Business Manager Job Description

(Revised April 2023)

1. OVERVIEW:

- 1.1. The Executive Assistant will be reporting to the Business Manager
- 1.2. The Executive Assistant to the Business Manager employed by the school will have responsibilities in providing complex and confidential secretarial functions and administrative functions conveying information regarding school administrative functions and procedures; and overseeing assigned projects and admin activities

2. EXPECTATIONS:

It is expected that the Executive Assistant will:

- 2.1 Ensure efficient operations of the secretarial functions, ensuring compliance with the administrative requirements
- 2.2 Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Governing council and the Educational Leadership Team
- 2.3 Be aligned with and promote the school's vision, mission, identity, and core values
- 2.4 Keep abreast of the competencies and skills required of the position
- 2.5 Communicate effectively with all school constituencies as appropriate
- 2.6 Maintain an effective working relationship with colleagues, Coordinators, Heads of Departments and members of the Senior Management Team
- 2.7 Be familiar with the operational practices and expectations of the school
- 2.8 Adhere to the school policies and guidelines
- 2.9 Attend all the meetings as per the requirement of the Business Manager

3 DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Executive Assistant include:

- 3.1 Maintain appointments for the Business Manager in the calendar and manage the same
- 3.2 Prepare the daily activity, verify important documents to be signed by the Business Manager on a daily basis and be the single point of contact for coordination of tasks from other departments

- 3.3 Work collaboratively with the Business Manager's direct reportees and ensure that all the relevant reports reach the Business Manager on time
- 3.4 Collate, organize and maintain documents, reports and data in the Google Drive
- 3.5 Establish importance, priority and urgency of matters; and ensure that the Business Manager is in possession of all relevant information and documentation in a timely manner
- 3.6 Updating Business Manager's schedule; organizing and archiving of important files or folders; Preparing and managing Business Manager's correspondence to the admin staff
- 3.7 Organizing, scheduling and taking minutes of different meetings as required by the Business Manager
- 3.8 Be an effective medium of communication channel in collating and disseminating information for the Business Manager
- 3.9 Handle PTA Bye-laws amendment with Registrar of Societies through liaisoning with the compliance team at Embassy group and authorized signatories updation at regular intervals
- 3.10 Be the point of contact for organizing uniform vendors on campus before orientation and during mid-year enrolments
- 3.11 Ensure that all insurance policies are renewed before the due date and the policy copies and endorsements are organized in the Google Drive

Communication with the School Community:

- 3.12 Attend meetings as required, record the action points related to the Business Manager accurately and distribute the minutes of the meeting, as necessary
- 3.13 Maintain contact with all appropriate members of the school community, viz Head of School, Principals, Admin staff and Faculty
- 3.14 Ensure confidentiality of all official matters that need to remain within the leadership

HR SUPPORT:

- ❖ Co-ordinating with PTA members and the Business Manager for meetings (i.e., payments, accounting advice, advances etc.)
- ❖ Co-ordinating with Marketing and Purchase regarding the TOI recruitment Ad to be posted in November every year
- ❖ Preparation of Visa Letters for new expat hires – follow up till receipt of Visas
- ❖ Setting up of apartments for the new Expat staff
- ❖ Coordinate extensively with:
 - **Inventory Supervisor** for ordering of whitegoods and apartment items housing team for apartment setup for new Expat hires

- **Head Chef** for food supplies and goods
- **Finance department** to ensure that every new Expat teacher receives the cash advance on arrival
- **Front Office Executive** for flower bouquets
- **IT department** for SIM cards allocation to the appropriate staff
- **Purchase department** for procurement of mobile phones
- ❖ Ensuring transfer and change of billing for new mobile connections from School's name to Teacher, after the settling-in period of 3 months

ITR filing for Expats

- ❖ Coordination with HR Department for completion of Master Data
- ❖ Coordinate with the registered Chartered Accountant until completion of ITR for all and follow up for payments
- ❖ Manage Insurances renewals, preparation of data for renewals, follow up for quotation, monitor and updating the Insurance tracker

DESIRED CANDIDATE PROFILE:

- Bachelor's Degree preferred with **minimum 6-8 years** prior experience in supporting Senior Executive/Member of the Leadership and comfortable interacting with High-Level Executives
- Detailed oriented self-starter exhibiting sound judgment with the ability to prioritize and make decisions
- Maintain integrity, discretion and confidentiality at all times
- Resourceful, can-do attitude, team player capable of cultivating productive working relationships across the organization
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Ability to oversee and multitask various responsibilities efficiently with limited guidance
- Excellent organization and time-management skills
- Exceptional writing, editing, and proof-reading skills