



Executive Assistant to Business Manager

Job Description

1. OVERVIEW

- 1.1. The Executive Assistant reports 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 Adhere to the school policies and guidelines at all times.
- 2.2 Ensure efficient operations of the secretarial functions, ensuring compliance with the administrative requirements.
- 2.3 Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Governing Council and the Educational Leadership Team and align accordingly.
- 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, Co-ordinators, Heads of Departments and members of the Senior Management Team.
- 2.7 Familiarise with the operational practices and expectations of the school.
- 2.8 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 Coordinate important documents to be signed by the Business Manager on a daily basis.
- 3.2 Act as a single point of contact with regard to any co-ordination with the Business Manager.

- 3.3 Work collaboratively with the Business Manager's direct reportees and admin team and ensure that the relevant reports reach Business Manager on time.
- 3.4 Prepare reports in google sheets and letters in google docs for the Business Manager.
- 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 Organize, schedule, prepare agenda and MOM for various meetings of the Business Manager.
- 3.7 Prepare and manage Business Manager's correspondence to the admin staff, including follow up of tasks and emails.
- 3.8 Ability to multi task between various tasks given by the Business Manager.
- 3.9 Liaise with admin staff and direct Reportees of the Business Manager, as specified by the Business Manager.
- 3.10 Ensure absolute confidentiality of all matters.
- 3.11 Manage, track, file, compile and update all Business Manager's files soft copy in file server and hard copy in the office files.
- 3.12 Maintain good rapport with all appropriate members of the school community, viz Head of School, Principals, admin staff and faculty.

The Job Description is a guide only and is not intended to be exhaustive or exclusive list of duties of this position. It is subject to review and modification by Head of School at any time in response to the changing needs of the school.