



Department	<i>GROUP ADMINISTRATION</i>
Job title	<i>EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE OFFICER (“CEO”)</i>
Reports to	<i>CEO</i>

Job Overview

The Executive Assistant will provide high-level administrative support to the CEO and serve as the point of contact to the Board of Directors and Senior Management of all companies within KTMG Limited. The Executive Assistant will organise and coordinate executive outreach, external relations efforts and oversee special projects. The Executive Assistant will be innovative and proactive in supporting the CEO and capable of exercising good judgment in a diversity of situations with strong written and verbal communication skills. The Executive Assistant will demonstrate high level of administrative and organisational skills, with the ability to maintain a realistic balance among multiple priorities.

Duties and Responsibilities

1. Provide and lead support to both internal and external parties with high level of professionalism.
2. Use discretion, confidentiality, and good judgment to handle C-Suite executive matters.
3. To assist the CEO in organising daily administrative workload, including work diaries, meeting schedule and travel schedule.
4. Liaise with the CEO regarding schedules of the day and following up resultant actions.
5. Maintain complex diary management, arranging appointments and meetings as appropriate.
6. Make necessary travel arrangements for the CEO and family.
7. Assemble and prepare papers required by the CEO to attend meetings, prepare reports, or reply to request for information.
8. Ensure that papers are given to the CEO for the next day's meetings and that any instructions or directions are obtained prior to the meeting.
9. Ensure the maintenance of clear and effective filing, records, and other systems and to keep them updated.
10. Arrange a variety of weekly meetings and take accurate notes or meeting minutes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
11. Sort and prioritise incoming post and filter telephone calls before passing them to the CEO or the Senior Management team if deemed necessary.
12. To draft correspondence and review documentation such as contracts and agreements etc. to the CEO's specification.
13. Make any telephone calls as requested by the CEO and follow up any resultant actions.
14. To deal with electronic mail, both incoming and outgoing, in a secure and confidential manner.
15. Support the CEO in the organisation and detailed planning of special events, such as away days and charity events.
16. Organise and prioritise workload on a daily basis using own initiative and knowledge of the work with minimum supervision from the CEO.



17. Maintain a high degree of confidentiality in issues concerning members of staff, Board of Directors and all stakeholders. Respond positively with tact, sensitivity, and awareness to all stakeholders in relation to duties undertaken.
18. Serving as "gatekeeper" and "gateway" role by acting as a bridge for smooth communication between the CEO, Senior Management team and staff members.
19. Complete projects by assigning work to appropriate staff, including the Senior Management team, on behalf of the CEO.
20. Provide hospitality to all guests and help to create a welcoming environment.
21. Perform other related responsibilities or ad-hoc duties as required by the CEO.

Academic Qualification

1. Bachelor's Degree in Public Relations or equivalent.
2. At least Bachelor's Degree in Commerce, Accounting or equivalent.

Skills and Experiences Required

1. At least 5 years' experience in related field.
2. Strong interpersonal skills, ability to communicate well and clearly in both oral and written communication.
3. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Networking platforms.
4. Legal knowledge and work experience is an added advantage.
5. Strong problem-solving and creative-thinking skills, with the ability to exercise sound judgement and make decisions based on accurate and timely analysis.
6. High level of integrity and dependability with strong sense of urgency and result orientation.
7. Ability to motivate teams to produce quality materials within tight deadline and simultaneously manage multiple projects.
8. Able to work under pressure.
9. Initiative and self-motivated.
10. Strong leadership qualities.
11. Good analytical skills.
12. Willing to travel.