

JOB DESCRIPTION

Job Summary:

The Deputy Manager serves as the primary administrative and coordination support for the Managing Director (MD) and Deputy Managing Director (DMD). The role ensures the smooth functioning of the Executive Bureau by managing schedules, coordinating meetings, handling correspondence, maintaining records, and supporting communication between management and internal/external stakeholders.

Job Responsibilities:

Administrative Support

- Provide day-to-day administrative and secretarial support to the MD and DMD.
- Manage calendars, appointments, meetings, and official schedules.
- Arrange travel, accommodation, and logistical requirements for official trips and events.
- Prepare meeting agendas, briefing notes, and supporting documents.

Communication & Correspondence

- Draft, review, and manage letters, emails, memos, and official communications on behalf of the MD and DMD.
- Screen incoming calls, visitors, and correspondence, ensuring timely action or escalation.
- Serve as a liaison between the Executive Bureau and internal divisions, government agencies, stakeholders, and external partners.

Meeting Coordination

- Organize management meetings, and stakeholder meetings.
- Record meeting minutes and track action items for follow-up.
- Ensure decisions and directives from meetings are communicated to relevant departments.
- Monitor implementation of executive decisions and follow up with departments on agreed action items.

Document & Records Management

- Maintain confidential files, reports, contracts, and corporate records.
- Ensure proper filing and retrieval of documents, both physical and digital.
- Review reports submitted by departments before executive approval.
- Track approvals, deadlines, and important submissions.

Coordination & Follow-up

- Monitor tasks assigned by the MD and DMD and follow up with divisions on pending actions.
- Assist in tracking organizational priorities, projects, and deadlines.
- Coordinate internal workflows to support timely decision-making.

Event & Protocol Support

- Assist in planning official events, ceremonies, meetings, and corporate engagements involving the MD and DMD.
- Coordinate protocol arrangements for VIP guests and official visits.
- Support media or public engagement activities when required.

Confidentiality & Professional Conduct

- Handle sensitive and confidential information with the highest level of discretion. Maintain professionalism, integrity, and confidentiality in all interactions.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company