

JOB VACANCY

HDC (161)-HR/IU/2020/264
22nd November 2020

**Executive Secretary
Executive Bureau****MINIMUM QUALIFICATION & REQUIREMENT**

1. Bachelor's Degree or MNQF Level 7 Qualification in relevant field (**OR**)
2. Advance Diploma or MNQF Level 6 Qualification in relevant field with minimum 2 years' relevant experience in the field (**OR**)
3. A'Level 3 passes or MNQF Level 4 Qualification in relevant field with 3 years' experience in relevant field.

OVERALL SCOPE

Responsible for carrying out administrative work of the day to day operations of the Executive Bureau.

SCOPE OF WORK

- Maintain meeting schedule of Top Executives and organize meetings. This includes the arrangement of logistics as required.
- Record minutes of meetings and follow-up on the issues raised and maintain filing system.
- Follow-up on important work assigned by Top Executives to the various departments.
- Dealing with daily correspondences and maintain proper records of documents.
- Attend to any other relevant work assigned by Top Executives.

JOB SKILLS AND SPECIFICATIONS

- Should possess good administrative skills
- Should be an effectual communicator verbally as well as through writing skills.
- Should be able to multitask and work under minimal supervision
- Should be familiar with Microsoft office package
- Discretion and need for Confidentiality

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Process:

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/sagyxf>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 29th November 2020 (Sunday)

Time: 14:00hrs