

Executive Assistant

Tus actividades

- Provide the necessary support to the Company's Executive President and VP of Finance in the execution of tasks that require the use of judgment and strict confidentiality, ensuring that administrative and operational tasks are performed promptly and accurately.
- Open, sort, prepare, distribute, manage, and respond to correspondence and communications from the department.
- Review, coordinate, and control the agenda and email of the Executive President and the VP of Finance. Logistical coordination of visits, trips, committees, and general meetings of the President's Office and VP of Finance.
- Process expense invoices for the President's Office and VP of Finance.
- Compile data and prepare presentations for executives, committees, and boards of directors.
- Prepare reports and expense notes for domestic and international travel of the Executive President and VP of Finance.
- Control and monitor documentation for the President and VP of Finance. Travel manager for the President's Office, VP, and finance department. Provide support on general issues raised by the President or VP of Finance.
- Provide support with office administrative matters such as vendors, requirements, and logistics.
- Monitor the quality of services provided by vendors to the office.
- Provide support to the communications, PR, and HR departments on communications and event execution.
- Compile, prepare, and verify information for reports, presentations, directories, and prepare necessary printed materials.
- Provide support for any requests submitted by Project Coordinators.

Tu perfil

- Bachelor degree in Business Administration, International Business, Public Relations, or related fields. (MANDATORY).
- At least 2 years as Management Assistant, Administrative Executive Assistant or related positions.
- Experience in managing presentations and projects.
- Fluent level of English (spoken, written and reading) MANDATORY.

Lo que ofrecemos

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REF82091V

Ubicación
Quito

Nivel de liderazgo
Autoliderazgo

Flexibilidad laboral
Trabajo Híbrido

Unidad jurídica
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