



Interflour Group

Job Description



Job Description

JOB TITLE	
Executive Assistant	
DEPARTMENT / UNIT / COUNTRY	
Management/Intermalt/Ho Chi Minh - Vietnam	
REPORTING TO	
General Manager	
Role	
The role of this job is to provide a full range support to General Manager and Intermalt business.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University degree or above; Major in Business Administration / Trade/ Economic • High fluency in English • Good computer literacy, (Ms Office) • Two (02) - year working experience in Administration/PA • And two (2) - year working experience in the same position and same responsibilities
Specific Skills (Knowledge, skills and abilities)	<p><u>Functional skills:</u></p> <ul style="list-style-type: none"> • Secretary skills • Admin skills • Communication skills • Writing skills

Job Description

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
<u>Administration</u>
<ul style="list-style-type: none">• Devising and maintaining office systems, including data management and filing;• Arranging travel, visa and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;• Screening phone calls, enquiries and requests, and handling them when appropriate;• Meeting and greeting visitors at all levels of seniority;• Organizing and maintaining diaries and making appointments;• Dealing with incoming email, faxes and post, often corresponding on behalf of the manager;• Organizing and attending meetings and ensuring the manager is well prepared for meetings;• Liaising with clients, suppliers and other staff
<u>Reports</u>
<ul style="list-style-type: none">• Carrying out background research and presenting findings;• Producing documents, briefing papers, reports and presentations;• Assisting in other reports as required
<u>Ad-hoc</u>
<ul style="list-style-type: none">• Other assignments from General Manager

