



TERMS OF REFERENCE

EXECUTIVE SECRETARY

Qualifications

- College graduate from a reputable University
- Must be computer literate with excellent communication skills
- Good organizational, planning and administrative skills
- Attentive to details, honest, reliable and trustworthy
- Previous work-related experience an advantage

Job Description

- Provides secretarial and administrative support to the VP, Business Development
- Acting as a first point of contact; answer and screen telephone calls, and respond to emails, messages, and other correspondence
- Manage the executive calendar, coordination meeting, and travel arrangements
- Take minutes during meetings
- Creative work with writing and media
- Ensure efficient and effective administrative information and assistance
- Must work beyond regular hours as need arises and must answer text messages and phone calls at any given time
- Performs other duties that may be assigned from time to time

Interested parties are invited to apply with comprehensive resume
E-MAIL: hrod@activegroup.com.ph TELEPHONE: (02) 8817-7824 to 28 locals 267 or 279