



<https://decastroconsulting.ph/careers/accounting-associate-2/>

Executive Assistant

Description

We are seeking a highly organized and detail-oriented Executive Assistant with a background in project management and construction to support our executive team. The ideal candidate will have strong administrative skills, exceptional project management capabilities, and a passion for the construction industry. This role requires the ability to multitask, prioritize effectively, and maintain confidentiality in a fast-paced environment.

This role is accountable for:

- Administration and Executive Management.
- Diary management – inclusive of internal/external meetings, weekly travel itineraries/logistics.
- Travel management – inclusive of flights, transfers, visas and accommodation bookings, ensuring cost effectiveness is maintained/monitored at all times.
- Events management – coordinating and managing all catering and venue requirements for internal meetings, business forums and off sites (onsite\external)
- Expense management – reconciliation of all Executives monthly expenses, ensuring the receipt and payment of invoices align to expense policy/ensuring all expenses are coded correctly to each live project.
- Data Management – maintaining share drive for executives' invoice, procurement and management of invoices from vendors/partners.

In addition, the role is also expected to:

- Coordination and management of key documents within team
- Conduct basic analysis (excel) and prepare presentations and papers to support key meetings and conversations
- Partner with other stakeholders and teams to ensure meetings are set up, well run and information required is available for all attendees
- Other tasks and responsibilities assigned by the CEO / Founder / owner

Full job description

- Candidate must possess at least Bachelor's/College Degree in any field.
- At least 1 Year of working experience as Personal Assistant / Executive Assistant is required for this position.
- At least one (1) year of driving experience with valid driver's license (a MUST)
- Resident of Cabuyao or Sta. Rosa, Laguna (PREFERRED)
- Background in Construction industry (a MUST)
- Required Skill(s): Good Interpersonal Skills, Microsoft word, Microsoft Office, Microsoft Excel
- Must have excellent communication skills both oral and written to assist customers
- Willing to do field work if needed to coordinate with Construction

Employment Type

Full-time

Job Location

Metro Manila, Philippines

Working Hours

9:00 AM – 6:00 PM

Base Salary

₱ 20,000

Date posted

October 18, 2024

stakeholders

Job Benefits

Health Insurance
13th Month Pay

Contacts

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