



<https://decastroconsulting.ph/careers/executive-assistant-to-the-managing-partner/>

## Executive Assistant to the Managing Partner

### Qualifications

- Preferably a Graduate of a Bachelor's Degree Course
- Has 1-2 years experience as an Executive Assistant
- Willing to be trained
- Has the ability to multi-task and prioritize tasks

### This role is accountable for:

- Manage and maintain the MP's internal and external diary and calendar
- Arranging & planning travel, accommodation, visas, and transport for the MP and the company
- Devising and maintaining office systems, including filing and data management
- Coordinate and schedule internal and external meetings ensuring highly effective diary control and the preparation and dissemination of materials.
- Conduct weekly diary meetings with the MP and executive team to discuss upcoming engagements, invitations, and other requests.
- Supporting the MP on administrative tasks
- Carrying out projects, background research, and presenting results/findings
- Screening phone calls, inquiries, requests and handling them appropriately.
- Dealing with incoming e-mails and often corresponding on behalf of the MD
- Prepare correspondence on behalf of the MP, including general replies.
- Document preparation – reports, briefings, PowerPoint presentations, etc.
- Project management together with the leadership team
- Reconciling expenses and credit card statements
- Support development of policies and processes across the region/operations
- Liaising with clients, suppliers, members of the organization, and external partners
- Office management of the office, including stationary orders/expenditure, etc.
- Handle all confidential documents and maintain strict confidentiality throughout
- All other things deemed necessary by the MP.

### Job Benefits

Health Insurance  
13th Month Pay

### Contacts

Email: [hr@decastroconsulting.ph](mailto:hr@decastroconsulting.ph)

### Employment Type

Full-time

### Job Location

Metro Manila, Philippines

### Working Hours

9:00 AM – 6:00 PM

### Base Salary

₱ 25,000 - 35,000

### Date posted

October 18, 2024