

Terms of Reference Executive Secretary

Job Description

This role requires a highly organized and detail-oriented professional who can provide research support, manage executive-level communications, and ensure the smooth functioning of the CEO's office and provide support to senior leadership. The Executive Secretary will act as a key liaison between the CEO and internal/external stakeholders, facilitating decision-making and organizational efficiency. Additionally, the Executive Secretary will assist the CEO directly with research tasks, delivering insights and information to support strategic priorities.

Scope of Responsibilities

1. Serve as a primary point of contact for internal and external interactions.
2. Develop and refine documents, presentations, and correspondence for the CEO's office and senior leadership.
3. Provide research support to the CEO and high-level management.
4. Manage schedules, coordinate meetings, and oversee event logistics.
5. Arrange travel, accommodations, and related logistics.
6. Maintain organized records and information systems.
7. Assist with budget tracking and general administrative tasks.
8. Coordinate with different teams.
9. Perform other responsibilities as required.

Qualifications and Experience

- ❖ Bachelor's Degree with a minimum of 4 years of relevant experience.

Required Skills and Attributes

- ❖ Strong written and verbal communication skills.
- ❖ Ability to effectively organize and prioritize workloads.
- ❖ Attention to detail and ability to meet deadlines.
- ❖ High integrity, discretion, and professionalism.
- ❖ Adaptability and a passion for continuous learning.

Employment Terms and Compensation

- ❖ An initial three-year (3) contract, with the possibility of renewal contingent upon individual performance and the needs of GIDC.

- ❖ Compensation will be competitive, aligned with GIDC's existing pay scales, and tailored to reflect the candidate's qualifications and experience. Additional benefits will be provided as part of the overall package.

