



DanaEnergy

Executive Assistant

July 2020

1. Responsibilities and Duties

Tasks & Responsibilities:

- Act as a first point of contact to the Senior Manager (EVP)
- Organize, plan & follow up the internal activities related to the management (EVP) and take on some of the manager's responsibilities by working more closely with management
- Be involved in decision-making processes
- Follow up management decisions with related parties and perform necessary coordination
- Handle Employee inquiries or direct them to the appropriate persons according to their needs
- Provide administrative support to EVP and office staff and conducting administrative duties
- Managing all communicational affairs and correspondences such as phone calls, fax and emails
- Maintain scheduling and calendars and conducting meeting requests for employees and guests
- Be aligned with document management process of Archive Center through IFS (ERP)

2. Job Specifications

Education:

- Minimum Bachelor Degree in Related fields

Experience:

- Minimum 4 years of related experience

Knowledge & Skills:

- Good knowledge of MS Office (Word, Excel, PowerPoint)
- Fluent in English (Both written & spoken)

Behavioral qualities:

- Professional skills including time management, interpersonal ability and customer management service
- Positive Service delivery and Hospitality attitude
- Ability to follow up multiple tasks within deadlines
- Having a Committed, Integrated and Knowledgeable approach in the work place (Dana Energy core competencies)

Ideal Age: 26 - 36

Employment type: Full Time

Work Location: Tehran