

EXECUTIVE ASSISTANT TO DEPUTY MANAGING DIRECTOR (MD)

Duties and Accountabilities:

- Serves as the first point of contact in the MD's office for internal and external clients.
- Works with the highest level of discretion in providing wide-ranging executive assistance support to the MD.
- Ensure quality of documents requiring the MD's approval and/or signature.
- Fully responsible for time management and scheduling on behalf of the MD, to include effective prioritizing and resolving related conflicts and competing demands; tasks include calendar management, preparing meeting documentation, meeting organization, drafting and editing correspondence, etc.
- Provide high-quality administrative and logistical support to the members of the Executive Management Secretary, e.g. screening and redirecting internal and external phone calls and queries; preparing routine correspondence, folders and background documents, for meetings/events; offices supplies, conference room reservations, move coordination etc.
- Maintain Executive Management Secretary filing system and structures, by monitoring, tracking, filing and retrieving documents and deliverable updates; Retrieving, gathering and presenting data, documents and information from various sources as required by the MD and the Executive Management Secretary.
- Coordinate travel and logistical arrangements, i.e. flights, hotels, visa requests, and other travel requirements.
- Be accountable for the smooth operation of the office support work and related system, assuming primary responsibility for organizing and coordinating workflow.
- Coordinates and monitors multiple and diverse work processes and activities to ensure that management decisions are properly carried out in a timely manner.
- Accompany the Managing Director to meetings, set up guests and visiting missions within and outside the country.
- Other tasks as deemed appropriate.

Selection Criteria:

- Preferably Bachelor's Degree in Business Administration, Secretary, Law or relevant disciplines
- Experience in the full range of secretary or executive assistance or other organization office support work, with a high level of sustained performance being an asset.
- Candidate with some work experience will be preferred
- Strong written and verbal communication skills in English and other foreign languages will be an asset.
- Ability to work overtime and travel to provinces and abroad

- Excellent interpersonal skills in order to deal tactfully and effectively with internal/external contacts at all levels.
- Effective, proven skills in organizing, prioritizing, scheduling, planning and coordinating work and other activities internally and externally.
- High degree of judgment and tact in handling the most sensitive, diverse and confidential material.
- Proficiency in using advance functions of standard computer applications, such as Microsoft Office, Internet software, and the ability to help organize data and information retrieval systems.
- Ability to draft correspondence on a range of topics; ensure quality of documents requiring Managing Director's approval and/or signature.
- Ability to quickly gain an understanding, of the PSVB administrative and/or operational policies and procedures to ensure adherence to relevant guidelines and overall quality of outputs.
- Excellent organizational, administrative, and time management skills with a proven ability to work promptly and efficiently under pressure and meet tight deadlines with a minimum of supervision.
- Excellent in communications
- Ability to pass the PVSB required skills test.

For more information or to apply, please email: chanlaihu@phongsavanhbank.com