

Role Profile

Purpose

Responsible for assisting and providing secretarial and administrative support and back up to GEC (Global Executive Committee members), Board of Directors, and Group Executive & Board of Directors (BoD) Offices Head.

Scope

Global

Location

Headquarters

Category

Employee

Department

Corporate Office

Key Accountabilities

- Support the Group Executive & Board of Directors Offices Head
- Support the Board portal
- Manage agenda on assignment
- Manage incoming, outgoing calls and mails, invoices
- Correspondence
- Manage collection of signatures (original, e-signatures, notarizations, legalizations) in support of legal department
- Execute travel arrangements
- Manage expenses
- Organization of internal and external meetings
- Support in organization of international meetings
- Support sponsorship activities
- Back-up during absences of team members
- Liaise with internal departments and group divisions
- Filing, printing, copying and collating information on assignment
- Perform general office duties
- Ensure the understanding and adherence to standard policies and procedures

Position in Organisation

SEE ORGANIZATION CHART (Page 2)

Potential Progression to

C- Offices Assistant, Global Director's Assistant

Measures

Targets as per Corporate performance Appraisal and MBO Policies

Key Relationships

- Group Executive & Board of Directors Offices Head
- CEO, GEC
- Board of Directors
- Lawyers, Consultants, Auditors
- External Service Providers

Additional or Local Requirements to Standard Role

As requested by the Group Executive & BoD Offices Head.

Employee Conduct

It is the responsibility of every employee to contribute to a positive work environment through cooperative and professional interactions with co-workers, customers and vendors.

Person Profile

Experience

- Education as Executive Assistant or equivalent
- 5 years of experience as assistant in a multinational organization in a similar position
- Experience in interacting with Executive Management
- Experience in Project Management

Specific Requirements

- Ability to work under pressure
- Strong sense of teamwork, hands on attitude and strong organizational skills
- Excellent interpersonal and communication skills
- Strong customer orientation
- Flexible, efficient and target oriented
- Computer Literacy (Outlook, Word, Excel, PowerPoint)

Languages

- Excellent oral and written skills in English and Spanish – German would be an advantage



SOLID

We consistently perform and excel in everything we do.



GLOBAL

We are unequalled in international scope and reach.



DELIVERY

We execute our mission to achieve solid financial performance through operational excellence.



FOCUSED

We place the customer at the heart of everything we do.