



tTech Limited  
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***If you are adept at handling confidential information, capable of multitasking and possess attributes including discretion, a high level of professionalism, strong attention to detail, excellent organization and communication skill, this is your ideal job.***

#### **EXECUTIVE ASSISTANT**

The Executive Assistant acts as the primary contact for the office of the CEO and is responsible for providing high-level, confidential administrative and project-based support.

#### ***Key deliverables for the successful candidate:***

1. Maintain the Chief Executive Officer's appointment schedule by planning and scheduling appointments, meetings, conferences, teleconferences and travel.
2. Manage conference and meeting logistics to include booking flights, car rental and hotel accommodations, for various board and general meetings.
3. Provide needed background information and completing expense reports for reimbursement after overseas travel.
4. Answer the telephones, assist visitors and resolve and/or refer administrative problems and inquiries.
5. Attend Board and other meetings, coordinate conference calls transcribe notes and type correspondence.
6. Sort, screen, review, and distribute incoming and outgoing mail and compose, prepare or ensure timely responses to a variety of routine written enquiries.
7. Prepare or assist with the preparation of ad hoc/scheduled statistical and narrative reports and perform basic information gathering and analysis as required.
8. Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf. Maintaining comprehensive and accurate records. Performing minor accounting duties.

#### ***Key competencies for the role:***

- First degree in Administrative Management or combination of relevant experience and qualification.
- Certified Professional Administrative designation would be an asset
- Experience as an Executive Assistant or Four (4) years' experience in a similar position
- Experience with Office365 is highly desirable
- Excellent communication, interpersonal, time management and relationship management skills.
- Detail oriented and the ability to work in a fast-paced environment
- Ability to work with all levels of employees, departments, and external stakeholders
- High level of diplomacy and discretion
- Proficiency with MS Office Suite (Word, Excel, PowerPoint)

**Interested applicants may submit resumes and cover letters to [hr@ttech.com.jm](mailto:hr@ttech.com.jm).  
Please enter Executive Assistant in the subject field of the email for consideration.**

**We thank all applicants for their interest, but only short-listed candidates will be contacted**

**Applications close October 2, 2020**