

Job Description Form

Division/Department:	Consulting	
Location:	Hazmieh, Mar Takla St., Beirut, Lebanon	
Job Title:	Executive Assistant	
Reports to:	_____	
Level/Grade	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description We are searching for an ambitious, knowledgeable, reliable and task-oriented Executive Assistant to join our aspirant team at advisory&co; The ultimate contender must be vigorous, specialized, and able to oversee their work load and prioritizing assignments in a fast-growing corporate setting.		
Duties & Responsibilities		

- Organize administrative communications, counting the reception of calls, the tackling of emails and mediation with clients;
- Arrange internal and external business files for team members and industry collaborators;
- Plan meetings and engagements and oversee travel schedule;
- Prepare corporate affairs that are meant to occur outside of the headquarters, including fund-raising occasions and personnel recognition events;
- Preserve a structured filing framework of documents and e-documents;
- Sustain a firm level of confidentiality and discretion;
- Expand and uphold a level of proficiency among staff and clients.

Project and Quality Management

- Ensure advisory&co' ambitious anticipations for quality across all allotted projects and deliverables under their management.
- Be a value added asset to the expansion of project management, quality assurance and proficient consulting and assessment methodologies.

Education Requirements

An Executive Assistant ought to hold a minimum of Bachelor's Degree or a higher level degree i.e. Master's Degree in the consulting firm's specific discipline, with emphasis on Business Administration/Management or any other field relevant to Management Consulting.

Must have 2-5 years of expertise and know-how in the specified field or its equivalent/pertinent

Salary&Benefits

Why Join advisory&co

- You will attain a vibrant career and be involved in advancing a flourishing business.
- We regard elasticity and flexibility in the place of work and comprehend the significance of family or additional individual obligations.
- We decline to smolder and demotivate people and are fanatical about delivering equilibrium over the year.
- Everyone at advisory&co has a vigorous dose of humbleness and positive attitude.
- Loads of consultants and personnel you will operate with are prominent in the business, including former CFOs, CEOs and professionals who you can acquire from.

Reviewed by:

Approved by:

Date Posted:

Date Hired:

Title:

Title: