Personal Assistant Job Description



PERSONAL ASSISTANT RESPONSIBILITIES INCLUDE:

- Acting as the point of contact between the manager and clients
- Screening and directing phone calls and distribute correspondence
- Handling requests and queries appropriately

JOB BRIEF

We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to manager’s working life and communication.

RESPONSIBILITIES

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- Make travel arrangements
- Take dictation and minutes
- Source office supplies
- Produce reports, presentations and briefs
- Devise and maintain office filing system

REQUIREMENTS

- Proven work experience as a Personal Assistant
- Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organizational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- High School degree
- PA diploma or certification would be considered an advantage

SOURCE: https://resources.workable.com/personal-assistant-job-description