

Executive Assistant to the President/CEO

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Executive Assistant to the President/ CEO

Reports directly to: President/ Chief Executive Officer

Responsible for: Providing confidential executive-level support to the President: Managing and coordinating the administrative functions and welfare within the office of the President.

Job definition: Assist the President and Chief Executive Officer in such duties as may be assigned or delegated to implement services designed to meet the needs of all constituents of Regent Ghana. Regularly required to resolve complex administrative problems independently. Perform tasks that are diverse and advanced. May be required to work occasionally overtime and weekends

Main duties and responsibilities include, but not limited to the following:

1. Handling confidential information which would have immediate negative impact on the company operations, performance, or value if shared beyond its intended audience
2. Demonstrating a high degree of professionalism, initiative and independence in supporting the President's office on a wide variety of complex issues
3. Managing Health and Safety issues in the office of the president
4. Overseeing the quality and safety of what the President eats and drinks
5. Establishing and maintaining effective working relationships with President's staff, officials, and the general public
6. Assisting the President in the timely management of all communication, both written and via telephone, e-mail and voice mail with a variety of constituents; compose letters and statements independently requiring interpretation and application of University policies, rules and regulations and monitoring follow up with all distributions that require answers, responses and written replies
7. Using initiative to handle a wide variety of administrative support duties, managing complex calendars, arranging meetings/travel
8. Preparing agendas; attending meetings and transcribing correspondence from handwritten notes and machine dictation, and maintaining extensive office files
9. Arranging for and schedule appointments for the President as requested; supervising the preparation of materials for meetings as appropriate; coordinate appointments, meetings and speaking engagements for the President as designated
10. Helping plan and coordinating visits to Regent Ghana of distinguished guests invited by the President ensuring appropriate officials and administrators are notified of visits; help plan and coordinate the preparation of such event as necessary
11. Maintaining liaison with all levels of administration and faculty to coordinate and resolve problems and issues related to administrative matters of internal and external nature
12. Assisting with interpretation of policy to faculty, staff, students, and visitors
13. Serve as a resource for the institution
14. Obtaining background information on emerging issues
15. Writing reports and editing speeches and preparing executive summaries of lengthy reports
16. Overseeing the Handbook for Senior and Junior Members
17. Orchestration of strategic work to bring the President's priorities to fruition
18. Performing other related duties incidental to the work described herein