

EXECUTIVE/TECHNICAL ASSISTANT TO THE MD, JG 4 - 1 POST (KPC/ADVT/17/2017)

Reporting to the Managing Director, the Executive/Technical Assistant will provide efficient technical, managerial and administrative support to the Managing Director's Office.

Key Responsibilities: -

The major responsibilities of this position will be to: -

- **External Stakeholder management and coordination:** Manage the scheduling for the MD's and Executive Team's engagement and meetings with external stakeholders i.e. GOK, OMCs etc.,
- **Schedule and Office management:** Manage the MDs schedule and the entire back-office to drive effectiveness and efficiency within the team.
- **Cross functional assignments -** Coordinate cross divisional assignments and report progress and escalations to MD/Exec e.g. Executive retreats e.t.c
- **External Communication liaison:** As the single point of contact for external communication, manage the flow of information to members of the Executive Leadership team including summarizing reports and memos that are received before passing the information on to the Executive Team and/or Managing Director.
- **Information Preparation and safe guarding:** will be responsible for preparing information for internal and external distribution. This may include letters and memos, compiling data for reports, creating presentations, writing reports and speeches, and any other information/preparation required, under the guidance of the business manager.
- **Data Analysis:** Perform granular data analysis, to compliment/support the business manager for the MD and the Executive Team decision making using a combination of computer and critical thinking/analytical skills.
- **Budget Management:** will be responsible for management of the MD's departmental budget, tracking monthly expenditure, variance analysis and reporting and supporting the MD in preparation of the annual departmental budgets;
- **Records Management:** primarily responsible for setting up and managing both electronic and paper filing systems and policy for the Office of the MD, and coordinating records management across the company

Key Qualifications & Experiences

- A Bachelor's degree in a Business and or Engineering related field from a recognized University/or Institution.

- Knowledge of Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution or Computer proficiency especially windows applications, SAP and or SCADA;
- A Master's degree e.g. MBA, MSc, would be an added advantage from a reputable institution;
- At least Ten (5) years' working experience, two (2) of which must have been in a middle to Senior Management position in a Commercial and or Engineering field

Key competencies:

- High integrity and confidentiality
 - Good communication, presentation and interpersonal skills
 - Ability to work and coordinate cross functional teams
 - A strong understanding of Project Management Methodologies
 - Strong analytical skills;
 - Computer proficiency
 - Ability to work under pressure in a structured way within strict deadlines,
 - A good command of Business English, office practice and customer care
- Demonstrated ability to work professionally and deal with large volumes of data and work assignments