

WE ARE HIRING

ASSISTANT TO THE DIRECTOR OF PHILIPPINE OPERATIONS



KEY ROLE

The Assistant to the Director of PH Operations will work with C-level executives, specifically with the Director of Philippine Operations, and will be responsible for performing a number of administrative duties.



RESPONSIBILITIES

- Coordinate executive communication across all department heads and leads, including taking calls, responding to emails, and interfacing with direct reports and clients.
- Taking dictation and minutes, and writing them up subsequently.
- Prepare internal and external corporate documents for team members and industry partners.
- Schedule meetings and appointments, and manage travel itineraries.
- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Attend both virtual and face-to-face meetings together with the executive as needed.
- Perform administrative tasks that would require travel to Rocket Station's physical office or any of its local affiliates in the Philippines.
- Work with other departments to organize corporate events outside of the workplace such as, but not limited to, business planning and staff-appreciation events.
- Maintain an organized filing system of paper and electronic documents.
- Prepare reports by collecting and analyzing information.
- Secure information by completing database backups.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among executives and other team members.



QUALIFICATIONS

- At least 1 year of experience as an Executive Assistant/Administrative Assistant reporting directly to senior management.
- Advanced Microsoft Office & Google Suite skills, with an ability to become familiar with firm-specific programs and software.
- Great verbal and written communication skills.
- Highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced corporate environment.
- Proficiency in collaboration and delegation of duties.
- Strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills.
- Excellent time management skills.
- Attention to detail.
- Friendly and professional demeanor.
- Flexible; can work on different schedules.
- Willingness to travel as needed by the company.

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SYSTEM REQUIREMENTS

- Computer Processor: at least i5 or equivalent (for both primary and back-up computers)
- Computer Memory/RAM: at least 8.00 GB (for both primary and back-up computers)
- Computer Operating System: at least Windows 7 64-bit

Internet Speed

- Primary Connection: running on a 10 Mbps wired plan (10mbps and up preferred)
- Back-up Connection: running at least 5 Mbps