

## **JOB DESCRIPTION**

**Position:** Executive Assistant

**Location:** RTE's HQ at Kabul

### **Job Responsibilities:**

- Oversees and coordinates the day-to-day administrative activities of the office where he/she is posted.
- Serves as the primary point of initial contact for internal and external customers/ visitors on all matters pertaining to the office being served by him/her.
- Provide assistance and represents the supervisor, as appropriate, in communicating with internal and external customers/visitors.
- Composes correspondence of moderate complexity, without review, such as congratulatory letters and/or instructions on policies and procedures and responses regarding receipt of letters etc.
- Coordinates travel arrangements, meeting schedules, itinerary preparation for national/international travels of his/her supervisor.
- Independently researches, prioritizes and follows up on multiple incoming issues and concerns addressed to the supervisor, including those of sensitive and/ or confidential nature: determines appropriate course of actions, referral, and/or response.
- Manages and oversees all day-to-day accounting, fiscal control, secretarial and administrative activities of the office.
- Assist in the understanding and interpretation of RTE's policies and procedures and ensure that office operations are in compliance with police provisions and standards.
- Manages variety of special projects for his/her supervisor.
- Participates in various committees and professional organizations.
- Interacts with high-level Analysts, inside and outside the company.
- Produces routine correspondence letters, reports, lists and tables for the Supervisor.
- Maintains Analyst's calendar: schedules of meetings and conference rooms, prepares and sequences agendas and makes appointments.
- Prepares reports by gathering, compiling, summarizing information and drawing conclusions.
- Maintains an up-to- date and organized filing system.
- Attends meetings and takes minutes both in Dari, Pashto & English when required.
- Operates office machines and equipment such as, fax machines, photo copy machines, scanners and other computer terminals for his/her supervisor.
- Performs miscellaneous job-related duties as assigned by his/ her supervisor.

### **Required Qualifications:**

- High school graduate required: university/diploma degree is desirable.
- 3 years of progressive work experience in the related position.
- Abilities and personal traits the candidate must possess to better do this job such as ability to meet deadlines, work under pressure.
- Should have excellent writing, reading and speaking skills in Pashto, Dari and English languages.
- Should have corporate level proficiency in MSWord, Excel, PowerPoint and official e-mailing/computer skills.
- Should have a presentable, courteous and pleasant personality.
- Should be hardworking, Sincere, Honest, Dedicated, and Self achiever.