

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Executive Assistant	Direct Reports:	Nil
Reports to:	Chief Corporate Services & Administration Officer (CCSAO)	Internal Contacts:	SLASPA Heads of Department, SLASPA employees
Department:	Office of Chief Corporate Services & Administration Officer	External Contacts:	Service providers/SLASPA stakeholders.
Classification	Grade 12	Revised	August 22, 2025

JOB SUMMARY:

The Job holder is required to be proactive, flexible, reliable, pay attention to detail and excels in a fast-paced environment. Performs a wide variety of highly responsible and confidential administrative and support services to the Chief Corporate Services and Administration Officer.

DUTIES AND RESPONSIBILITIES

1. Assists with analyzing financial and other data to provide reports as requested by the CCSAO.
2. Completes a broad variety of administrative tasks including: managing professional calendar of appointment, preparing expense reports and prepare correspondence that is often confidential.
3. Researches, prioritizes, and follows-up on incoming issues and concerns addressed to the CCSAO, including those of a sensitive or confidential nature. Demonstrate excellent judgment about what to handle independently and when to ask for input/directions.
4. Drafts, edits and proofreads letters and other correspondence, talking points, marks, meeting material and PowerPoint presentations.
5. Responds to inquiries and follow-up on all outstanding matters to ensure satisfactory resolution in a timely manner (with little or no supervision).
6. Conducts research, analyzes, and prepares background information and presentation materials.
7. Attends meeting and records minutes as needed, transcribes and dictates.
8. Opens and screens mail addressed to the CCSAO, answers routine mail independently and routes other mail with background material as necessary.
9. Coordinates all travel arrangements for the CCSAO.
10. Represents the CCSAO with a high level of customer service/support.
11. Provides project management support, as directed
12. Assists with the compilation of monthly departmental reports and follows up on outstanding matters.
13. Conducts data gathering and analysis for various projects as and when required.
14. Compiles and follows-up on health and safety, industrial relations and other staff related matters.
15. Manages the industrial relations database for the internal Industrial Relations Committee.
16. Ensures verification of SLASPA's insurance packages and annual renewal of same.

17. Manages the administrative components of supplier service contracts, prepares purchase orders and follows up on payments.
18. Performs any other related duties as assigned by the Supervisor from time to time.

QUALIFICATIONS

- Associate degree / Diploma in Business Administration/Management or equivalent plus five (5) years relevant working experience

KNOWLEDGE, SKILLS AND ABILITIES

- ✦ Demonstrates a high level of confidentiality, competence and professionalism at all times.
- ✦ Adept at assessing challenges and formulating effective responses.
- ✦ Strong communication and interpersonal skills.
- ✦ Excellent written and verbal communication skills.
- ✦ Excellent planning and organizational skills.
- ✦ Excellent customer service skills.
- ✦ Advanced knowledge of and proficiency in technologically innovative tools.
- ✦ Excellent skills at creating thoughtful and analytical presentations.
- ✦ Ability to work collaboratively with colleagues to achieve organizational goals.
- ✦ Ability to work within a team environment and value ideas and recommendations from team members.
- ✦ Excellent time management and organizational skills.
- ✦ Ability to handle multiple deadlines.
- ✦ Ability to be flexible with work assignments.
- ✦ Ability to use one's initiative and be proactive.

SIGNATURE

I confirm that the requirements of this job description were discussed with me, and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____