## Main Purpose

To provide Executive Assistance to the Senior Management Team and Company Administration for Retirement Capital

## Position

The Executive Assistant reports directly the Managing Director.

The Executive Assistant position covers the following duties:

## Duties

1. Provision of Executive Assistance to the Managing Director and Senior Management Team
2. Sales Administration
3. Quality and Compliance Administration, including Company Records
4. Team Calendar Management
5. Assistance with preparing management accounts
6. Travel and accommodation administration
7. Production of formal meeting minutes
8. Maintain and promote adherence to the Quality Management System of Retirement Capital
9. Liaison with counterparts in the Headquarters in Austria and with other country operations
10. Undertake other reasonable tasks as may be required from time to time

**Experience and Qualifications**

1. Two years’ experience as an Executive Assistant at Board Level
2. Good Microsoft Office skills
3. Knowledge of Google Apps desirable
4. Knowledge of Quality Management Systems desirable
5. Good organisational skills
6. Good communication skills
7. Good interpersonal skills

Signature:

Date: 14/11/2020