



We Are Hiring

EXECUTIVE ASSISTANT AND STRATEGY OFFICER



Bachelor's Degree in Business Administration, Human Resources, Public Administration, or a related field

- At least two(2) years of experience in a related field.
- Proven experience as a Strategic Executive Assistant supporting C-level executives.
- Previous experience working at the executive level.
- Shorthand minute-taking experience.
- Exceptional organizational and time management skills, with the ability to prioritize tasks and handle multiple deadlines.
- Excellent verbal and written communication skills, with a keen eye for detail.
- Continuous learning and staying up to date on industry trends can also contribute to success in this role.

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