

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-127-2021
Company Name	Gboard ASK
Industry	Building Material
Vacancy	Personal Assistant to the Chairman
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-time
Major(s)	Law or Business Administration
Degree	BA
Years of Experience	Minimum 10 years of experience with highly sophisticated law firms in commercial, corporate law, etc.
Location	Amchit – Traveling might be required
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Provide assistance in filtering and forwarding communications to proper individuals and departments • Prepare and invite for meetings • Plan, schedule, and promote office events, including meetings, conferences, interviews, orientations, ... • Record accurately minutes of meetings. • Read, analyze and proofread incoming documents before transmitting them to the Chairman, when needed. • File and retrieve corporate documents, records and reports. • Oversee special projects and track progress towards company goals. • Make travel arrangements when needed. • Provide general administrative support. • Follow up Contracts and their renewal. • Follow up Board Meetings deadlines and renewal dates. • Work with accounting and management team to set budgets, monitor spending, and other expenses. • Maintain and order necessary office equipment and supplies, as needed. • Oversee facilities services and maintenance. • Second the Chairman in non-major and non-financial decision