



ELEPHANT NEIGHBORS CENTER
Saving Elephants Our Future Our Heritage

JOB OPPORTUNITY

Personal Assistant

Elephant Neighbors' Center (ENC) is a Non-profit Organization that was founded with a vision of reinstating the broken, while maintaining human-wildlife co-existence in our changing and dynamic society. ENC set a mission to protect the African elephant and secure landscapes for elephants outside the protected areas through various initiatives and multi-stakeholder partnerships. For further information, visit www.elephantcenter.org
ENC is seeking a competent and well-organized person to fill the position of Personal Assistant to provide high-level support to the Executive Director (ED).

Key Responsibilities

- Act as a liaison between the ED's office and internal and external parties
- Manage an active calendar of meetings and appointments for the ED
- Manage the communication in and out of the ED's office
- Prioritize and follow up on issues and concerns addressed to the ED including those of a sensitive or confidential nature and determine the appropriate course of action.
- Follow up with key contributors to the ED's projects and maintain the timeline around deliverable keeping the projects on task.
- Arrange travel schedule and prompt reservations for the ED
- Prepare all necessary documents, reports and presentations for the ED
- Any other duties that may be assigned from time to time.

Qualifications & Experience

- A Degree/Diploma in Secretarial Studies, Business Administration, Office Management or equivalent
- At least 2 years experience in providing support to top executives and senior management teams
- Considerable knowledge of office procedures and secretarial practices including organization, planning, records management and general administrative skills
- Computer literacy with proficiency in Microsoft applications

Competencies

- Strong planning, organizational and administrative skills
- Strong problem-solving skills with keen attention to detail
- Strong report writing, proofreading and editing skills
- High level of confidentiality and discretion
- Tact, poise and excellent communication and interpersonal skills
- Ability to establish and maintain good working relationships
- Effective time management skills with the ability to prioritize workloads and work within tight deadlines
- Team worker, able to work in a multi-cultural environment



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How to Apply

Send your Cover Letter and detailed CV to info@elephantcenter.org before Tuesday May 26th 2018.