



# Vacancy Alert: Executive Assistant

## KEY RESPONSIBILITIES:

- ✓ Schedules and prioritizes meetings and travel for executives.
- ✓ Organizes materials for meetings, including agendas and minutes.
- ✓ Assists with special projects and documentation.
- ✓ Prepares accurate reports and presentations.
- ✓ Coordinates travel logistics and bookings.
- ✓ Acts as a liaison between executives and stakeholders.

## QUALIFICATIONS:

- ✓ Bachelor's degree in Business Administration or a related field
- ✓ Minimum of 2-5 years of experience in an administrative support role, preferably at the executive level.
- ✓ Proficient in project management tools and cloud based software.

## MINIMUM REQUIREMENTS:

- ✓ Highly organized and detail-oriented.
- ✓ Discreet and trustworthy, maintaining confidentiality.
- ✓ Reliable and dependable, meeting deadlines consistently.
- ✓ Tech-savvy and comfortable with productivity tools.
- ✓ Excellent verbal and written communicator.

## HOW TO APPLY:

Interested candidates should send their **CV, Cover letter** and **Portfolio/sample of work where applicable** to [hr@zifa.co.zw](mailto:hr@zifa.co.zw) copy (cc) [recruit.samaracc@gmail.com](mailto:recruit.samaracc@gmail.com).

**Remuneration** negotiable and commensurate with your experience.