



# 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.