

EXECUTIVE ASSISTANT



You're an Executive Assistant, seeking work in an organization that will empower you to put your skills to use in an area of the business that truly impacts the bottom line.

One that offers challenge and growth, and the opportunity to truly fuse your passion for people and human development. A company where you can make an impact, and be recognized as a valuable team member.

Eagle's Flight is that organization, and we're in search of a Executive Assistant to join our developing team in Singapore. Our team is growing quickly, so sound judgement, creativity, accountability, and the ability to manage competing priorities will be critical to your success.

You must thrive on the opportunity to be part of a team committed to Eagles Flight's point of difference: Changing behavior to improve performance.

The Executive Assistant will primarily focus on assisting the Regional CEO with scheduling, travel plans, and general office administration duties.

Sound like you? If so, find more details on the following page.

This is a full-time position.



In This Role You Will:

- Manage and maintain executive schedules, including scheduling travel and showcases, making appointments, and making changes to appointments
- Create meeting notes
- Answer and direct calls to appropriate executives and parties, taking messages
- Oversee administrative policies within an organization and within the office; recommending changes as appropriate
- Open, sort, and distribute correspondence, including email, and faxes.
- Read and analyze submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner
- Prepare presentations
- Maintain knowledge by attending showcases and client meetings.
- Prepare executive responses to routine memos, letters, or correspondence.
- Provide clerical and general office support to the office
- Prepare and develop a records management system; maintain and recommend changes to records system when appropriate.

You Must Have:

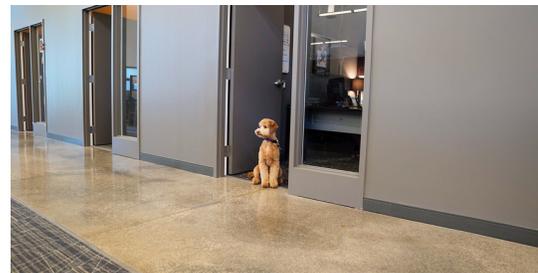
- Excellent communication skills (oral and written), creativity, resourcefulness and excellent internal/external customer service skills
- 5-10 years of experience in a similar role
- Professionalism, maturity and sound judgment
- Advanced level of proficiency in Microsoft Office applications
- Demonstrated ability to maintain confidentiality
- Excellent interpersonal skills and demonstrated ability to collaborate effectively with a broad range of individuals and groups
- Strong organizational skills and attention to detail
- Be driven to exceed customer expectations
- Be an ambassador of the integrity, commitment and quality of Eagle's Flight and the principles of our programs
- Have a learner's heart, enthusiasm for life and a desire to grow

About the Team You'll Be Joining

*Exceptional Service · Absolute Quality · Genuine Friendliness
· Leadership Excellence · Ethical Profit*

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit team that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

Eagle's Flight employees who demonstrate high performance and commitment have the opportunity for career development and advancement within our team.



If this sounds like you, we'd love to hear from you!

To apply, please send the following **three things**:

1. Cover letter
2. Résumé
3. 1-2 minute video telling us about yourself **AND** why you want to join the Eagle's Flight team.

Applications can be sent to lani.pasquet@eaglesflight.com. Please include **Executive Assistant - Singapore** in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.