

## Executive Assistant (CO-OP)

Phone :  
Web :



### Job Summary

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Vacancy :

Deadline : Oct 17, 2024

Published : Sep 17, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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**Company Overview:** Vocalmeet is a dynamic organization with great traction and technology. We provide next-generation Learning and Business Automation Platforms to our customers.

We are committed to providing meaningful learning experiences for students interested in gaining hands-on experience in project coordination. As we continue to grow, we are excited to offer a Co-op internship opportunity for a motivated and enthusiastic individual to join our team.

**Position Overview:** We are seeking a highly organized and proactive **Executive Assistant** to provide dedicated support to our executive leadership team. In this role, you will be a key partner to the CEO/COO, managing administrative functions, facilitating communication, and ensuring smooth day-to-day operations in a fast-paced technology environment. The ideal candidate is a self-starter who excels at multitasking, problem-solving, and managing high-level, confidential tasks with precision and discretion.

### Key Responsibilities

- **Administrative Support:** Provide comprehensive administrative support to the executive team, including scheduling meetings, managing calendars, and handling correspondence.
- **Technology Assistance:** Familiarity with technology tools, software, and platforms, assisting executives with troubleshooting, software setup, and productivity tools.
- **Meeting Coordination:** Organize and coordinate internal and external meetings, conferences, and appointments, ensuring all materials are prepared and follow-up tasks are completed.
- **Travel Management:** Arrange complex travel itineraries, including flights, accommodations, ground transportation, and meeting schedules for both domestic and international trips.
- **Project Management:** Assist with special projects, research initiatives, and reports; track project timelines, deliverables, and status updates.
- **Communications:** Serve as the liaison between the executive team and internal departments, clients, and external stakeholders; draft emails, memos, presentations, and reports as required.
- **Event Planning:** Coordinate company events, executive off-sites, and other team-building activities, ensuring seamless execution.
- **Document Management:** Handle confidential documents, contracts, and company records, maintaining a well-organized filing system.
- **Budget & Expense Management:** Prepare and submit expense reports, monitor budgets, and assist with financial tracking for executive-related expenses.
- **Gatekeeping:** Screen and prioritize incoming communications, calls, and visitors to ensure executives' time is focused on key priorities.

### Qualifications & Skills

- **Education:** Bachelor's degree in Business Administration, Communications, or a related field preferred.
- **Experience:** 3+ years of experience supporting C-level executives, preferably in a technology or fast-paced industry.
- **Technical Skills:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace, and other project management tools.
- **Time Management:** Strong ability to manage multiple priorities and tasks efficiently in a fast-paced, dynamic environment.
- **Communication Skills:** Excellent written and verbal communication skills; ability to draft high-quality correspondence and documents.
- **Problem-Solving:** Strong decision-making skills and ability to anticipate needs and proactively address challenges.
- **Discretion:** High level of professionalism and discretion in handling sensitive and confidential information.
- **Interpersonal Skills:** Strong interpersonal skills, with the ability to interact effectively with executives, colleagues, clients, and stakeholders.
- **Tech-Savvy:** Comfortable with technology and able to assist with software, IT issues, and tech tools used by the executives.

### Benefits:

- Hands-on experience in project coordination within a dynamic work environment.
- Mentorship from experienced project managers and professionals.
- Opportunities for skill development and networking.
- Potential for future career opportunities within the company.

If you are a proactive and eager student looking to gain practical experience, we encourage you to apply for the Co-op Internship as a **Executive Assistant** at Vocalmeet using our careers page. Join us in gaining valuable insights and contributing to the success of our projects!

[Apply for this job](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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