



JOB DESCRIPTION

Name:	Position Title: EXECUTIVE ASSISTANT
Department: Chairman's Office	Reports to: Chairman
Direct Reports:	Location: NHQ
Purpose Statement	
Provide administrative and operational support as well as other tasks for the Office of the Chairman.	
Key Result Area:	Duties and Responsibilities:
A. Operational support	<ul style="list-style-type: none">• Provides the Chairman information and analysis for decision making through completed staff work• Provides briefers for the Chairman on important services of the organization• Oversee daily operations through collaboration with senior management and executive staff
B. Project management	<ul style="list-style-type: none">• Oversees projects from development through implementation under the guidance of the Chairman and the Secretary General• Ensures that projects of the Chairman are implemented based on approved concept and timeline• Prepares project documents such as correspondences, concept notes, timeline, etc.• Coordinates and monitors activities of the project and ensures timely flow of information to and from the Chairman• Manages and reviews internal and external communications of the Chairman relative to projects implemented• Coordinates with external and internal stakeholders essential for project implementation• Does researches on issues or topics related to the project, disasters and other issues as needed• Regularly submits reports to the Chairman projects monitored



C. Office management	<ul style="list-style-type: none">• Ensures the correctness of documents signed and approved by the Chairman• Monitors outputs of office staff
D. Administrative	<ul style="list-style-type: none">• Collates, organizes, stores and retrieves data information for reports• Arranges and coordinates appointments, meetings, events, etc.• Prepares presentations of the Chairman• Manages the schedule of the Chairman
JOB SPECIFICATIONS	
Qualifications/Minimum Education:	
Personal Qualities and Skills: <ul style="list-style-type: none">• Excellent leadership skills• Excellent written and oral communication skills• Excellent comprehension skills<ul style="list-style-type: none">○ Able to simplify complexity• Excellent time management skills• Excellent in problem solving• Excellent attention to details• Willing to work beyond office hours	Work Experience: <ul style="list-style-type: none">• Preferably with experience in project and office management, may be as an Executive Assistant
Equipment Used: Computer, scanner, printer, copier, telephone and mobile phone	Working Environment: Office Based
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners	
Core Values: Focused, Fast, Friendly, Flexible, Forward-looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date