

Vacancy

Job Title:	Executive Assistant
Reports to:	Executive Office Manager, CEO Office
Location of Role:	Navan
Job Purpose:	<ul style="list-style-type: none">• To provide confidential PA support to the GPE CEO• To provide selected support to GPE Exco• To provide support to the Executive Office Manager in provision of office and infrastructure management services• To organise all travel arrangements for GPE staff in the most cost effective way possible• To liaise with facilities and maintenance providers• The role holder will display excellent organisational skills and a high level of confidentiality.• The role holder must be capable of communicating in a friendly and approachable manner that inspires customer confidence.• The role holder will use initiative to resolve queries.• The role holder will display a strong attention to detail.
Required Qualification & Experience:	<ul style="list-style-type: none">• Experience of providing secretarial support to senior staff• High Competencies in PC products• Strong secretarial and administrative skills <p>Critical Competencies</p> <ul style="list-style-type: none">• Excellent communication skills – written and verbal• Excellent organisation skills• The ability and confidence to deal with staff at all levels• Professional and mature attitude to work• High attention to detail

Generali PanEurope Limited

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