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Executive Assistant

Role :

- Forming part of the Consulting division you will play a crucial role by providing administrative support to the Consulting leader and the team and supporting a positive organisational culture. This will require you to work collaboratively with other colleagues and senior executives across the firm.
- Leading the provision of proactive, high-level and confidential secretarial and administrative support, including diary and meeting management, stakeholder liaison, email management and travel arrangements.
- Provide high quality assurance, maintaining related business development databases and filing systems, review and tracking of briefs and correspondence, liaising with business areas as required.
- Arrange and provide executive support to meetings, including the coordination and distribution of meeting papers and the preparation of meeting agendas and minutes.

Requirements :

- A minimum of 4 years experience working in a similar role or senior level executives/partners and experience preferably in the professional services.
- Experience facilitating meetings and keen attention to detail with the ability to maintain confidentiality and track and manage multiple projects simultaneously. Developed analytical and problem-solving skills.
- Bachelor's Degree and completion of a recognized secretarial program, with excellent command of English language.
- Excellent judgment, discretion, and diplomacy skills, enthusiasm and dedication.

Our Office

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How to apply

Please email a detailed curriculum vitae (CV) to lkcareers@deloitte.com, indicating the post applied and including the names and contact details of two non-related referees.