



Executive Assistant

- About Elegant Media

Elegant Media is the #1 Mobile App Development company in Australia. An ISO 9001:2015 certified Software Company that holds global recognition for the Gold Stevie Award for Innovation in Business to Business Services 2020, is the market leader in providing Mobile Solutions and has been trusted by Governments, Corporations and Entrepreneurs.

Job Responsibilities

- Provide comprehensive administrative support to the CEO including scheduling meetings, coordinating and handling correspondence.
- Assist the CEO including email checking/ drafting & preparation.
- Assist and coordinate various tasks and activities between the Senior Management, and other stakeholders to ensure the daily functions are carried out efficiently.
- Assist in preparing reports, presentations and other documentation as required by the CEO.

Qualifications & Attributes

- At least 02 years of work experience in a similar position preferably with professional qualifications.
- Excellent communication skills in written and spoken English.
- Proficiency in computer skills, Microsoft Office packages.
- Strong ethics, integrity, and the ability to maintain confidentiality.
- Ability to multitask and work with minimum supervision.

Age - Preferably between 25 and 35 years. Nature of Employment- Hybrid Work mode.

If you think that your profile fits the best for this role, we would like to hear from you, submit a resume detailing your experience to jobs@elegantmedia.com.au