

FIDRA TECH	JOB DESCRIPTION	Ref No.: FTHR02241225
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Job Title: **Executive Assistant**

Role Overview

The **Executive Assistant** at **Fidra Tech** provides high-level administrative, organizational, and operational support to executive leadership. This role is critical in enabling executives to operate efficiently, manage priorities effectively, and focus on strategic initiatives.

The Executive Assistant acts as a **trusted partner and gatekeeper**, handling confidential information, coordinating internal and external communications, and ensuring smooth day-to-day executive operations in a fast-paced IT environment.

Key Responsibilities

Executive & Administrative Support

- Provide comprehensive administrative support to executives, including calendar management, meeting coordination, and travel arrangements.
- Prepare agendas, presentations, reports, and briefing materials for executive meetings.
- Manage executive correspondence, emails, and follow-ups, ensuring timely responses and action tracking.
- Handle confidential and sensitive information with the highest level of discretion.

Communication & Coordination

- Serve as a key point of contact between executives and internal teams, clients, partners, and vendors.
- Coordinate meetings across departments and with external stakeholders.
- Draft professional communications, emails, and internal announcements on behalf of executives.
- Ensure effective communication flow and follow-through on decisions and action items.

Operational & Organizational Support

- Track executive priorities, deadlines, and deliverables.
- Support project coordination, including tracking progress and preparing status updates.
- Maintain organized records, documents, and filing systems.
- Assist in planning company events, leadership meetings, and off-sites.

Process & Efficiency Improvement

- Identify opportunities to streamline administrative processes and improve executive workflows.
- Support the implementation and use of productivity tools and systems.
- Anticipate executive needs and proactively address potential issues.

Cross-Functional Collaboration

The Executive Assistant will work closely with:

- Executive Leadership** – to support strategic and operational priorities.
- Department Heads & Managers** – to coordinate communication and scheduling.

- **HR & Finance** – for administrative coordination and documentation.
- **External Clients, Partners, and Vendors** – as a professional representative of Fidra Tech.

Key Performance Indicators (KPIs)

- Executive satisfaction and effectiveness
- Accuracy and timeliness of administrative support
- Calendar and meeting management efficiency
- Communication responsiveness and follow-through
- Organization and document management quality
- Ability to manage priorities and deadlines effectively

Required Experience & Qualifications

Experience

- 3–6+ years of experience as an Executive Assistant, Personal Assistant, or Senior Administrative Assistant, preferably supporting senior executives.
- Experience in IT, technology, or professional services environments is a strong advantage.
- Proven ability to manage multiple priorities in a fast-paced environment.

Professional Skills

- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- High level of discretion, professionalism, and integrity.
- Proficiency in Microsoft Office, Google Workspace, and collaboration tools
- Strong problem-solving skills and attention to detail.

Education

- Bachelor's degree in business administration, Management, or a related field is preferred.
- Relevant administrative or executive support certifications are a plus.