JOB DESCRIPTION

**JOB TITLE** :

**DEPARTMENT** :

**REPORTS TO** :

**LAST UPDATED DATE**:

**Executive Assistant to Vice President**

**Fashion & Accessories Division**

**Vice President**

**April, 2022**

**PURPOSE**

* + Executive Assistant will have a primary responsibility of supporting the **Vice President** in order to **Vice President** could focus on decision-making and higher-level responsibilities. Assuming confidential duties requested by **Vice President**, Executive Assistant also serves as links between the executive and the rest of the staff.

**RESPONSIBILITIES**

* + Professional and Personal Scheduling
	+ Manage professional and personal scheduling for **Vice President**, including agendas, mail, email, calls, travel arrangements, and other company logistics according to priorities and requests by **Vice President**
	+ Coordination and Communication
		- Coordinate internal and external communications on behalf of **Vice President**
		- Manage communication between upper management and employees, liaising with internal and external executives on various projects and tasks
		- Participate to support various projects/duties requested by **Vice President**
		- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
	+ General administrative works
		- Claim expenses, coordinate business trips, support business trips for regional visitors etc.

**QUALIFICATIONS**

* + Education
		- University graduate with relative job experience is recommended.
	+ Work Experience
		- Minimum 2-5 years of related work experience
	+ Certification
		- DALF C1 and above
		- More than TOEIC 900 or equivalent scores of other tests (ex. OPIC IH level, TOEIC Speaking LV.7)
	+ Knowledge
		- Knowledge of communication and retail market would be a plus
	+ Skills
		- Fluent in French (more than DALF C1) and English (verbal and written)
		- Excellent communication skills with team and executives
		- Strong time-management skills
		- Organize and coordinate multiple projects at once
		- Excellent MS Office skill (Excel, Word and PowerPoint)
	+ Attitude
		- Handle confidential information with discretion
		- Ability to quickly adapt to change
		- Attention to detail
		- Punctual
		- Cooperative
		- Proactive
		- Responsible
		- Service-oriented
		- Works well in under pressure