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