

Executive Assistant to the Manager – Corporate Administration

Coson Corporate Services Limited ("Coson"), an affiliate of Cox Hallett Wilkinson Limited, and providing corporate administration to both international and local corporate clients, has a challenging opportunity for a highly responsible, self-motivated Executive Assistant to the Manager-Corporate Administration. Applicants should expect to be skills tested.

General job duties of the position will included (but will not be limited to):

- Providing high-level administrative and secretarial assistance to the Manger - Corporate Administration;
- Performing a range of secretarial and administrative functions including the management of incoming and outgoing correspondence, time data entry, preparation and drafting of letters, faxes and e-mails;
- Preparation of corporate documentation at the direction of and under the supervision of the Manager - Corporate Administration;
- File management, both physical and electronic;
- Scheduling and co-ordinating meetings;
- Maintenance of corporate database at the direction of and under the supervision of the Manager - Corporate Administration.

Applicants should possess the following qualifications and skills:

- Minimum of 5 years executive secretarial experience and/or the completion of a recognised certified secretarial course;
- Corporate Procedures 1 and 2 would be an asset;
- Advanced computer skills in Mircosoft Word, Excel and PowerPoint, Lotus and Filmaker Pro, preferably in a Macintosh environment;
- Demonstrated advanced administrative skills with accurate typing at 60-70 wpm;
- Demonstrated good grammar, punctuation, spelling and proof reading skills;
- Excellent verbal and written communication skills with proven ability in managing multiple work streams and meeting challenging deadlines in a high pressure environment;
- Ability to exercise discretion and confidentiality in all matters;
- Professional attitude and demeanor;
- Ability to work overtime at short notice when required.

Coson offers attractive salaries and benefits as well as a collegial working environment.

Applications with resumes and written references should be sent in confidence to:

Firm Administrator
Cox Hallett Wilkinson Limited

Closing Date: 27th July, 2012

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COSON
CORPORATE
SERVICES
LIMITED