**JOB DESCRIPTION**

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| **Job Title**Assistant to Executive Vice Chairwoman and Global Chairwoman, Executive Vice Chairwoman | **Department** |
| **Responsible to** | **Direct Reports**0 |

# Location

Charlotte

# Purpose

* To provide personal assistance and administrative and secretarial support to the Executive Vice Chairwoman and Global Chairwoman, Executive Vice Chairwoman,
* Office Management in Charlotte Location

# Key internal and external relationships

* Executive Vice Chairwoman and Global Chairwoman, Executive Vice Chairwoman
* Senior leadership team
* Board of Directors
* Line managers and staff throughout the organisation, including key staff and teams in the other DKMS organisations in Germany, Poland, UK, Chile, India and South Africa

# Key Responsibilities

* + To deal with the correspondence and telephone calls, maintaining and managing the diary, and arranging and preparing meetings, etc. of the Executive Vice Chairwoman and Global Chairwoman, Executive Vice Chairwoman
	+ To deal with matters relating to the work of DKMS US’s board of directors.
	+ To provide administrative support in the dissemination of information and communications to members of staff, volunteers, supporters and external audiences.
	+ To prepare/amend the correspondence, agenda, papers, reports, etc, as necessary.
	+ To be responsible for the travel arrangements and expenses, appointments and meetings.
	+ To liaise with the organisation’s professional advisors and external agencies or suppliers, as appropriate.
	+ To take minutes of various meetings.
	+ To provide secretarial support to the board of directors, as necessary.
	+ To ensure that all routine matters are addressed and/or brought to the attention of the Executive Vice Chairwoman and Global Chairwoman, Executive Vice Chairwoman.
	+ To maintain office systems to deal efficiently with work and paper flow, including the storage and filing of paperwork, documents and electronic information.

# Person specification Knowledge and experience

1. Strong experience of working in a PA or support role to a senior management postholder (ideally in a CEO role).

# Skills and abilities

1. Excellent communication (oral and written) and interpersonal skills.
2. Excellent secretarial and administrative skills.
3. Good IT skills and computer literacy (including Word, Excel and Powerpoint).
4. Flexible approach to work and highly organised working practices.
5. Ability to work as part of a team.
6. Ability to build strong working relationships with colleagues across an international group of companies working in different countries and cultures.
7. Ability to manage own work.
8. A good understanding of the role of confidentiality and data protection.
9. Ability to deal professionally and sympathetically with people affected by blood cancers or disorders.

# Qualities

1. Tact, diplomacy and discretion when dealing with people.
2. A strong commitment to DKMS US’s mission of recruiting stem cell donors to give people a second chance of life.
3. A commitment to equality of opportunity and anti-discriminatory practices.
* The role may include some travel for the purpose of training and attending external meetings. Occasionally, there may be the need to work at weekends or during anti-social hours, for which notice and time off in lieu will be given.

<https://www.topresume.com/career-advice/office-manager-job-description>

Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands

Organize and schedule meetings and appointments

Partner with HR to maintain office policies as necessary

Organize office operations and procedures

Coordinate with IT department on all office equipment

Manage relationships with vendors, service providers, and landlord

Provide general support to visitors

Office manager requirements:

Proven office management, administrative, or assistant experience

Knowledge of office management responsibilities, systems, and procedures

Excellent time management skills and ability to multitask and prioritize work

Attention to detail and problem solving skills

Excellent written and verbal communication skills

Strong organizational and planning skills

Proficient in Microsoft Office

Knowledge of accounting, data, and administrative management practices and procedures

Knowledge of clerical practices and procedures

Knowledge of human resources management practices and procedures

Knowledge of business and management principles

Computer skills and knowledge of office software packages