

1. GENERAL INFORMATION

Role Title	Executive & Personal Assistant
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2. WORK OUTPUT DESCRIPTION / PURPOSE STATEMENT OF THE JOB

- The **Executive & Personal Assistant (E-PA)** will play a pivotal role in supporting the CEO of the Automotive Industry Transformation Fund (AITF) by providing high-level administrative, operational, and strategic support. This role requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a dynamic environment.
- The E-PA will act as the primary point of contact for internal and external stakeholders, ensuring seamless operations within the Office of the CEO. The incumbent must demonstrate executive presence, professionalism, and the ability to anticipate the needs of the CEO while proactively managing day-to-day administrative functions.

3. CORE WORK OUTPUTS

KEY PERFORMANCE AREAS / AREAS OF RESPONSIBILITY	OUTCOMES / DELIVERABLES / MEASUREMENT CRITERIA
EXECUTIVE SUPPORT & OFFICE ADMINISTRATION	<ul style="list-style-type: none"> • Efficiently manage and maintain the CEO’s schedule, ensuring effective time management. • Coordinate and facilitate internal and external meetings, including preparing agendas, discussion materials, and minutes. • Arrange complex travel itineraries, accommodations, and logistics, ensuring cost-effective and seamless travel planning. • Provide confidential administrative support, including proofreading and editing critical documents, presentations, and reports. • Handle sensitive and confidential information with absolute discretion.
BOARD & COMMITTEE COORDINATION	<ul style="list-style-type: none"> • Schedule, coordinate, and document board and executive committee meetings. • Prepare and distribute meeting packs, reports, and presentations. • Serve as the liaison between the CEO, board members, and other stakeholders. • Ensure follow-ups on board resolutions and key action items.
COMMUNICATION & CORRESPONDENCE MANAGEMENT	<ul style="list-style-type: none"> • Maintain the filing system for the CEO office. • Ensure accurate administrative records are kept, in line with data governance and security standards. • Locate and review pertinent information from files, documents, newspapers, and other sources, and prepare a summary of content for the CEO on request.

KEY PERFORMANCE AREAS / AREAS OF RESPONSIBILITY	OUTCOMES / DELIVERABLES / MEASUREMENT CRITERIA
COMMUNICATIONS REPORTING	<ul style="list-style-type: none"> • Draft, review, and manage professional correspondence on behalf of the CEO. • Serve as a key liaison between the CEO and internal/external stakeholders, ensuring effective communication flow. • Prepare high-quality reports, memoranda, and presentations. • Follow up on key deliverables with executives, management, and external partners.
FINANCIAL & EXPENSE ADMINISTRATION	<ul style="list-style-type: none"> • Process invoices, manage reimbursements, and oversee expense reconciliations for the CEO. • Liaise with finance and procurement teams to ensure smooth financial transactions related to the CEO's office.
STRATEGIC & PROJECT SUPPORT	<ul style="list-style-type: none"> • Assist in the execution of strategic projects as assigned by the CEO. • Conduct research and compile reports to support executive decision-making. • Manage ad hoc projects, ensuring timely execution and quality delivery.
EVENT PLANNING & COORDINATION	<ul style="list-style-type: none"> • Plan and manage corporate and executive events, ensuring all logistical and administrative needs are met. • Organize stakeholder engagements, networking events, and official functions for the CEO.

4. JOB SPECIFICATIONS

Educational Level / Qualifications <i>(Provide the typical required qualification(s) and NOT the absolute minimum or what would be advantageous)</i>	<ul style="list-style-type: none"> • Diploma in Secretarial Studies, Office Administration, or a related field (minimum requirement).
Advantageous (Educational Level / Qualifications) <i>(Refers to additional qualifications or certification that would be advantageous)</i>	<ul style="list-style-type: none"> • A Bachelor's Degree in Business Administration, Executive Assistance, or a related discipline is highly advantageous.
Previous Work Experience (...to perform the job) <i>(Months/years of experience typically required for appointment to this role. The experience (months/years) would be over and above the qualifications, knowledge and skills.)</i>	<ul style="list-style-type: none"> • Minimum of 5 years of experience as an Executive Assistant supporting C-suite executives. • Strong track record in managing executive schedules, stakeholder engagement, and high-level administrative functions. • Experience handling board engagements, governance documentation, and confidential executive communication.
Skills & Competencies	<ul style="list-style-type: none"> • Exceptional organizational and time-management skills with a proactive approach. • Strong verbal and written communication skills, with the ability to draft high-quality reports and correspondence.

	<ul style="list-style-type: none"> • Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams). • Ability to work under pressure, prioritize multiple tasks, and meet tight deadlines. • High level of professionalism, discretion, and confidentiality. • Strong interpersonal skills with the ability to build relationships at all levels. • Problem-solving mindset with keen attention to detail.
Legal requirements <i>(I.e. to be registered with a professional body, clear criminal record, certificate of fitness, etc.)</i>	<ul style="list-style-type: none"> • Clean criminal and credit records.
Other requirements	<ul style="list-style-type: none"> • Flexibility to travel when required. • Ability to work extended hours when necessary

5. REPORTING RELATIONSHIPS

Position title of direct manager / supervisor?	CEO
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***Full job details to be provided only to shortlisted candidates**