



Position: Executive Assistant to the Directors (Full Time)

Salary: Negotiable

Experience: 5+ years

Job Description: Reporting directly to the Directors, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external wine partners on all matters pertaining to the Office of the Directors. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects & opportunities. The Executive Assistant must be creative and enjoy working within a medium, entrepreneurial environment that is mission-driven, results-driven and profitability oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

Executive Support

- Completes a broad variety of administrative tasks for the Directors including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the Directors schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Directors time and office.
- Communicates directly, and on behalf of the Director, with Board members, direct Customers, Suppliers, and others, on matters related to Directors programmatic initiatives.

- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Directors, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Directors office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the Directors to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Directors updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects, events for the Directors, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Directors ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Board Support and Liaison

- Serves as the Directors administrative liaison to Vesper's board members
- Assists Directors and board members with travel arrangements, lodging, and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all- staff meetings
- Facilitates cross-divisional coordination of travel and outreach plans

Communications, Partnerships, and Outreach

- Ensures that the Directors bio is kept updated and responds to requests for materials regarding the Directors and the organization in general
- Edits and completes first drafts for written communications to external stakeholders

Strategic Initiatives

- Works with the Strategic Initiatives team in coordinating the Directors outreach activities
- Follows up on contacts made by the Directors and supports the cultivation of ongoing relationships
- Edits all, and creates acknowledgement letters from the Directors to customers, producers and partners

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and producers
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

Education and Experience Requirements

- Preferred Masters degree
- Strong work tenure: five to 10 years of experience supporting preferably in a international organization
- Experience and interest in internal and external communications, partnership development
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

About Vesper House:

The Vesper House is one of the phenomenal wine house and trading company to be opened in Nepal. We are a prime wine and spirits distribution company. Bringing together a carefully selected range of premium wines, spirits and premium mixers, Vesper enables producers to access efficient chain supply and brand building effectiveness. We are proud of the quality and heritage of our brands and want them to be consumed appropriately.

It is a fundamental principle of Vesper that our success is due to great brands and outstanding clients and producers achieving excellent results. Our client's & producers are the best ambassadors for our brands by demonstrating their commitment to our company values of trust, caring, passion and excellence.

Comments:

Benefit package includes meal, yearly bonus and more.

No phone calls please.

Interested Candidates should attach and send us a resume and a covering letter by **October 27, 2017.**