



<https://neemopani.com/careers/executive-assistant/>

Executive Assistant to CEO

Description

Join Our Team as an Executive Assistant and Bridge Continents!

Are you a dynamic individual with a passion for international business, communication, and problem-solving? Do you thrive in fast-paced environments and excel at connecting people and ideas? If so, we have an exciting opportunity for you to become the Executive Assistant to the CEO at 3SC World!

Who We Are:

At 3SC World, we're not just a group of companies; we're a family of diverse talents spread across the globe. From the heart of Pakistan to the bustling USA, Dubai's extravagance to Germany's precision, and the Middle East's energy to the innovation of Qatar – our reach knows no bounds. We specialize in Hospitality, IT, Advertising, Oil & Gas, and Investment Advisory services, each sector representing a unique facet of our global presence.

Responsibilities

Your Role in the Journey: As the Executive Assistant, you'll be the linchpin between our visionary CEO in the USA and our vibrant Pakistan Head Office. Your days will be a whirlwind of coordinating international meetings, sharing updates, igniting business development strategies, and even stepping into the CEO's shoes to lead discussions. You'll have your finger on the pulse of our global operations, from sunrise in Pakistan to sunset in the USA.

What You'll Do:

Connect Continents: You'll bridge the gap between our CEO's visionary ideas and the on-ground reality in Pakistan. Your communication skills will be the thread that stitches our international tapestry together.

Chart Business Frontiers: Dive into the world of business development as you scout for potential partners, open doors to new clients, and help expand our global footprint. **Lead Meetings, Lead Change:** Stepping into the spotlight, you'll guide meetings, tackle challenges, and make decisions that steer our ship towards success.

Clock-Watcher, World-Watcher: With your adaptable work hours, you'll be the sun that never sets on our operations, accommodating Pakistan and USA time zones.

Communication and Liaison:

- Serve as the primary point of contact between the CEO and the Pakistan Head Office.
- Maintain regular communication with the CEO to provide updates on business operations, projects, and concerns.
- Relay messages, instructions, and directives from the CEO to relevant teams within the Pakistan office.

Hiring organization

3SC World

Employment Type

Full-time

Job Location

Building 146, Neemopani HQ, Civic Center, Bahria Town, Phase 4, Rawalpindi, Pakistan

Working Hours

Be flexible to work in Pakistan and USA hours as required, accommodating changes in schedule due to CEO's meetings and global business operations.

General office hours will be 12PM to 9PM Pakistan time, with occasional adjustments based on business needs.

Base Salary

PKR 60,000+

Business Development:

- Collaborate with the CEO to develop and implement business development strategies to expand the company's market presence.
- Research and identify potential business partners, clients, and opportunities for growth.
- Initiate and nurture relationships with potential partners and clients to foster business collaborations.

Meeting and Schedule Management:

- Organize and manage the CEO's calendar, coordinating meetings, appointments, and travel arrangements.
- Schedule and coordinate internal and external meetings, ensuring timely communication and preparation of necessary materials.

Meeting Leadership:

- Lead meetings in the CEO's absence, presenting updates, discussing progress, and addressing concerns.
- Prepare agendas, minutes, and action items for meetings, ensuring efficient follow-up and execution.

Online Presence Enhancement:

- Manage and update the company's social media platforms, ensuring content is relevant, engaging, and aligned with the company's brand identity.
- Create and curate content that showcases our diverse portfolio across industries and geographies.
- Monitor social media trends, engagement metrics, and feedback to fine-tune strategies.

Content Creation:

- Develop compelling and creative content, including posts, articles, graphics, and videos, to maintain an active and dynamic online presence.
- Collaborate with internal teams to gather content ideas and insights that resonate with our target audience.

Community Engagement:

- Foster engagement by responding to comments, messages, and inquiries on social media platforms.
- Initiate and participate in meaningful conversations with followers and potential clients to strengthen our online community.

Basic Digital Advertising:

- Assist in setting up and managing basic digital advertising campaigns on platforms such as Google Ads and social media ads.
- Monitor campaign performance and provide insights to optimize ad strategies for better results.

Performance Reporting:

- Track key performance metrics related to social media engagement,

website traffic, and digital advertising efforts.

- Generate regular reports to provide insights into the effectiveness of digital marketing initiatives.

Problem Resolution:

- Proactively identify challenges or concerns and work towards resolving them in consultation with relevant teams.
- Escalate critical issues to the CEO for guidance and decision-making.

Representational Role:

- Act as the representative of the CEO within the Pakistan office, maintaining a strong professional image and demeanor.
- Engage with stakeholders, partners, and clients on behalf of the CEO, promoting the company's values and vision.

Adaptability to Working Hours:

- Be flexible to work in Pakistan and USA hours as required, accommodating changes in schedule due to CEO's meetings and global business operations.
- General office hours will be 12PM to 9PM Pakistan time, with occasional adjustments based on business needs.

Qualifications

- Bachelor's degree in a relevant field (Business, Management, etc.).
- Proven experience in an executive assistant or similar role, preferably in an international business context.
- Exceptional verbal and written communication skills in English (native-level fluency preferred).
- Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- Proficiency in using productivity tools and software for scheduling, communication, and document management.
- Adaptable to changing business requirements and able to work collaboratively across different time zones.
- Professional demeanor, diplomatic attitude, and the ability to maintain confidentiality.
- Strong problem-solving skills and the ability to make decisions in the CEO's absence.
- Understanding of business development principles and networking strategies is a plus.