

Position Description			
Title:	Senior Executive	Ref No:	ETC 98/2011; MPO/134/2005/37
Office:	Office of the Executive Chairman		
Unit:	Board Secretariat	Relativity:	5
Responsible to:	Board Secretary		

Overall Purpose of Position

The Senior Executive is responsible for providing a wide variety of complex and confidential secretarial support to the Malta Enterprise Board Secretariat.

Main Responsibilities

Plans and Objectives

- Assists in the smooth, day-to-day administrative running of the Board Secretariat.

Duties

- Provides secretarial and administrative support to the Board Members.
- Prepares correspondence, reports and other materials for the Board of Directors.
- Performs general clerical duties to include, but not limited to, photocopying, faxing, mailing and filing.
- Sets diary appointments and meetings for the Board of Directors.
- Accurately maintains the Board's programme and schedule.
- Coordinates the preparation of agendas, minutes and action sheets for Board meetings and their timely distribution to Board Members.
- Prepares and maintains the Board's expense report.
- Researches / gathers information requested by the Board.
- Maintains hard copy and electronic filing system.
- Answers telephones and greets visitors.
- Signs for hand-delivered packages / confidential documentation.
- Manages all arrangements for board meetings, including venues, accommodation, catering, and equipment.
- Provides support to any sub-committees of the Board.

- Assists and coordinates preparation of briefing notes, ministerial and parliamentary questions, including the recording and follow-up.
- Maintains confidence and protects operations by keeping information confidential.
- Attends briefings and meetings as requested by the Board.
- Prepares and presents reports and other documentation to the Board as necessary.
- Internal dissemination of letters of intent / approval.

Consultation

- Consults and coordinates with the Board Secretary.
- Coordinates with other internal and external stakeholders or agencies as necessary.

Self-Improvement

- Keeps up to date with new developments within Malta Enterprise.

Other

- Performs other job related duties as necessary or as assigned.

Supervision Received

- Direction from the Board Secretary, especially in sensitive or contentious issues.

Working Conditions

- Office hours but may be requested to work after hours to meet deadlines and / or in crises situations.

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Verbal and written skills in both English and Maltese language.	High
Organisation and planning skills.	High
Problem-solving and decision-making skills.	Medium
Attention to detail.	High
Communication and interpersonal skills.	High
Ability to show initiative and work under minimum supervision.	High

Able to juggle multiple tasks in tight deadlines and under pressure.	High
Dependable, mature, trustworthy and demonstrates professional conduct.	High
Shows discretion with sensitive and / or confidential information.	High

Knowledge

'A' Level standard of education or related training and / or qualifications.	Mandatory
Knowledge and experience in information and communication management.	Mandatory
Knowledge and experience of producing high-level correspondence and other business documents.	Mandatory
Knowledge of business principles.	Desirable
Knowledge of administrative and clerical procedures.	Mandatory
Working knowledge of relevant software applications e.g. spreadsheets, word processing and database management.	Mandatory

Experience

Minimum 3 years experience in a secretarial position.	Mandatory
Proven track record of secretarial work in an executive office.	Mandatory