

## Executive Assistant (Apartments Plus)

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Company: Boomerang Inc

Location: India

Category: other-general

### Job Description

Position Title: Executive Assistant

Work Set-up: Work from Home/Work from Office

Schedule: Monday to Friday, 7:00 am to 3:00 pm PH Time

Salary: Php 35,000.00 – Php 50,000.00

Elevate your career and embark on a journey of growth as our Executive Assistant. Imagine being part of a dynamic group with over 15 years of offshoring expertise, offering a rare chance to actively shape the transition of workforce sections offshore. This is your opportunity to not only gain valuable experience but also play a pivotal role in a company at the forefront of industry innovation.

### JOB DESCRIPTION FOR AN EXECUTIVE ASSISTANT

Your Responsibilities as Executive Assistant would be:

- Independently perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Plan and organize work activities; recommends improvements in workflow, procedures, and use

of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required;

- Prepare clear, accurate, and concise reports.
- Accurately recording minutes from meetings.
- Using various software, including CRM, word processing, spreadsheets, databases, and presentation software.
- Establish, organize, and maintain a variety of specialized files and records.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries.
- Making travel arrangements for executives.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Proofread, verify, and review materials, applications, records, reports, and publications for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.
- Maintain calendar of activities, meetings, and various events.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform related duties as required.

Qualifications as Executive Assistant:

- Must have at least 2 Years supporting an Executive Level Manager
- Minimum 2 or more years of proven experience as a Virtual Assistant or similar role, preferably supporting high-level professionals.
- Proficient with the following tools: G-Suite, Microsoft 365, and Excel.
- Excellent organizational and multitasking abilities, with exceptional attention to detail.
- Strong written and verbal communication skills, with fluency in English.
- Proficiency in using productivity tools, such as calendar management, email clients, document editing software, and collaboration platforms.
- Tech-savviness and the ability to adapt quickly to new technologies and virtual communication tools.

- Strong problem-solving skills and the ability to work independently with minimal supervision.
- Discretion and confidentiality in handling sensitive information.
- Someone who exhibits professionalism in all aspects of their communication and conduct, maintaining a polished and courteous approach while interacting with clients and team members.
- Exceptional organizational skills, attention to detail, and multitasking abilities are crucial for managing a wide range of tasks effectively

Your love for Boomerang will jump-start with these meaningful engagement activities and perks. Using the concepts and tools of EOS (Entrepreneurial Operating System), Boomerang provides a fun, rewarding and stimulating environment where work-life balance meets a commitment to foster growth.

- Genuinely caring Leadership Team
- Competitive salary package
- Company-provided full set-up for desktop/laptop with a back-up internet
- Free pre-employment Medical Assessment (T&C apply)
- HMO on the first day of hire
- 15 Vacation Leaves and 5 Sick Leaves
- Annual Performance Reviews
- Unlimited Employee Referral Incentives
- Employee Loan Facilities
- Social Clubs and Interest Workshops
- Company events where you get a chance to win amazing prizes and be rewarded for your outstanding performance.
- Statutory Benefits: Maternity, Paternity and Solo Parent Leaves, Magna Carta for Women, Retirement Benefits, OT, and Premium Pay

About Boomerang:

Boomerang is an ISO-certified, leading BPO company in Clark Freeport Zone, Pampanga. Our mission to Enrich Client and Staff Lives through Simple and Smart Offshoring Solutions and our S.T.E.P. Core Values (Service, Transparency, Excellence and Partnership) are the framers of our continuing success.

Providing equal opportunities and collaborative culture of excellence, Boomerang is not just your average BPO. We are here to make a difference.

Future-proof your career and pursue your passion with Boomerang! We want career thrill-seekers who are committed to growth as much as we are.

Website: [www.boomerang.ph](http://www.boomerang.ph)

Career Portal: <https://boomerang.zohorecruit.com/jobs/Careers>

Facebook and LinkedIn: Boomerang Inc.; Boomerang Careers

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