

Role Description



Title:	Executive Assistant
Location:	Singapore
Classification:	Permanent, Full Time (part-time option also available)
Reports to:	CEO, NMG Consulting (based in Sydney), with a dotted line to the Head of Operations, Kuala Lumpur

COMPANY OVERVIEW

The NMG Group is a global advisory and intermediary firm focused exclusively on the financial services sector. Established in 1992, NMG has enjoyed rapid expansion internationally and now has over 800 employees in 18 cities, covering all inhabited continents.

NMG Consulting is a leading multinational insurance and investments consultancy, integrating consulting, insights and analytics. Our consultants provide strategy consulting, insights, analytics and actuarial services to financial institutions including banks, insurers, reinsurers and fund managers.

SUMMARY STATEMENT

This role is an integral part of the team, responsible for making a positive contribution to the work environment and ensuring that full Executive Assistant support is provided remotely to the CEO and Partners based in the Sydney office.

Approximately 60% of this role will be to provide support in the capacity of Executive Assistant to the CEO and Partners based in Sydney, and the remainder of the role will be comprised of general administrative duties as allocated by the Head of Operations or other key stakeholders.

This role will need to act as an efficient and effective liaison point with other NMG offices globally due to the remote nature of the EA support provided.

KEY RESPONSIBILITIES:

Executive Assistant Responsibilities

- Provide EA support to CEO and Partners, including diary management and travel coordination as required
- Client liaison, including professional personal greeting, phone manner and email and liaison with clients' EAs/Pas
- Set up/assist with preparation of senior management team/board meetings when required, including the taking of minutes if requested, circulating agendas etc
- Assist/co-ordinate team, client meetings and internal/external social events
- Coordinate travel (hotel, flights, travel insurance, visas) and ensure relevant travel tracking documents are completed
- Coordinate courier and mail and maintain records

Administrative Responsibilities (including but not limited to):

- Filing, archiving of office, finance or project documentation
- Updating soft copy records or registers
- Assisting with contacting research respondents for research programmes
- Managing project deadlines and keeping track of deliverables
- As requested, support business development staff to maintain/update CRM database
- Coordinate and encourage local participation in annual Charity Challenge activities as required

COMPETENCIES, QUALIFICATION AND EXPERIENCE:

- Diploma or Tertiary qualifications
 - Minimum of 8 years of relevant experience in an Executive Assistant position, supporting Director/CEO level remotely
 - Proven ability to work remotely with key stakeholders and across multiple office locations globally
 - Able to demonstrate a high standard of administrative, organisational, and problem solving skills
 - Proven ability to work well within a team, but with the capability to work independently and use initiative
 - Able to meet tight deadlines, multi-task and work well under pressure in a fast-paced environment
 - Approachable with strong interpersonal and communication skills and the ability to liaise with a variety of stakeholders from across the business
 - Extensive experience with Microsoft Office Suite, particularly Word, Excel and PowerPoint;
 - Working knowledge of basic IT systems
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