

Executive Assistant to the Office of the President

Office of the President

Zamorano University

www.zamorano.edu

Roles and responsibilities

1. Coordinate logistics for meetings and events organized by the Office of the President:
 - Manage schedules, arrange catering, accommodations, transportation, and event setups.
 - Prepare purchase orders, payment requests, and expense reports.
2. Oversee travel logistics for the President:
 - Request quotes for flights and hotel bookings, prepare itineraries, and coordinate airport transfers.
 - Submit travel advance requests, process purchase orders, and manage expense reporting.
3. Manage local event calendars and meeting schedules:
 - Coordinate the President's calendar and those of affiliated units.
 - Oversee use and scheduling of the President's Conference Room.
4. Handle official correspondence and documentation:
 - Manage all incoming and outgoing documents confidentially, including supporting documentation for office expenditures.
 - Classify, log, and archive all communications and documents for the President's Office and affiliated units.
 - Digitize and file official documents (e.g., contracts, agreements, signed letters).
5. Support document preparation:
 - Draft, edit, and review letters, memos, announcements, and official communications on behalf of the President.
6. Assist in organizing meetings of the Board of Trustees, including on-campus sessions.
7. Manage administrative processes for the Office of the President:
 - Oversee petty cash funds and submit monthly reports to the Finance Department.
 - Request office supplies and manage the full procurement process through

institutional platforms, ensuring proper documentation and filing.

- Assist in budget planning and reporting for the President's Office and Board of Trustees.

- Prepare and distribute materials for board and committee meetings.

8. Manage internal communications and sensitive information:

- Serve as a key point of contact between the President and staff, leadership, stakeholders, and external parties.

- Handle confidential information with utmost discretion.

- Ensure the protection of sensitive documents related to the Board of Trustees, the President, and the Executive Committee.

Requirements

- Bachelor's degree in business administration, international relations, public accounting, finance, or a related field.

- Minimum of three (3) years of experience in a similar administrative role.

Specialized Knowledge:

- Advanced proficiency in Microsoft Office, Internet tools, Excel, and relevant administrative and financial software.

- Familiarity with online communication and collaboration tools.

- Experience in budgeting, planning, and financial control.

- Proven ability to handle and safeguard confidential information.

- Strong communication and adaptability skills, with experience working in multicultural environments.

- Advanced English: Able to understand and produce complex texts with ease, capturing implicit meaning and expressing ideas clearly with minimal effort.

Core Competencies

- Commitment

- Quality Orientation

- Innovation

- Integrity

- Service Culture

- Communication

- Emotional Intelligence

- Planning and Organization

- Teamwork

- Analytical Thinking

Application Process

Applications must include a cover letter, an updated résumé (CV), and contact information (phone and email) for at least three (3) professional references. Documents should be submitted in Word or PDF format to the Human Resources Office at: talentohumano@zamorano.edu

Reference: **Executive Assistant to the Office of the President**

Application deadline: **Open until the position is filled.**

Non-Discrimination Policy

Zamorano University does not discriminate based on ethnicity, race, religion, gender, or nationality in the administration of its educational policies, admissions, financial aid programs, extracurricular activities, employment practices, or any other institutional operation.