

Executive Assistant responsibilities

The Employee shall perform the following main duties:

- To ensure the running of the Employer's office in Riga implementing administrative functions and provide executive level administrative support, clerical support, and arranging travel;
- Creating/Updating Stonewin presentation, company profile, website, email signatures, letterhead emails, Christmas cards design and mailing.
- Manage and maintain senior management's schedules, including meetings, appointments and travel scheduling;
- Oversee administrative policies and processes within the company of Employer and the Employer's office (including IT), recommending changes as appropriate;
- Opening, sorting, and distributing correspondence as appropriate;
- Ensure that the Employer's management system for keeping and maintaining company records and documentation is always in good order and up to date;
- Following-up and ensuring timely processing of invoice payments to and by the company (incoming and outgoing). In this capacity, you will be required to work closely with the company's finance function;
- Riga office maintenance (invoices from MBC (office rent + electricity), CSC (internet provider), Venden (water), coffee, milk, rubbish, Cleaning invoices, IT (Janis Gustaps), Auditex (accountant), LMT (all company bills) and other related bills and invoices.
- Document complaints and develop the appropriate course of action in cooperation with the appropriate company personnel. In the event of the occurrence of any problems relating to the company's business, report such problems to the company's executives immediately whether they can or cannot be resolved by you on your own;
- Prepare reports, maintain and update the company's expense tracker, collect and analyse information, and prepare presentations as may be required from time to time;
- Monitor and manage the company's Platts pricing reports daily in the appropriate manner;

- Review publications relative to the business, and share such information with the relevant personnel of the company;
- Record meeting discussions and provide minutes (skype, phone incl.);
- Prepare responses to routine memos, letters, or correspondence for the company and its senior management;
- Delegate tasks and responsibilities to other staff members when appropriate;
- To provide full executive support to senior management;
- To implement other duties determined by the Employer, including in relation to group-affiliated companies of the Employer.
- Keep the records of various spreadsheets - Christmas, contact, competitors, expenses, price exposure
- Post office – sending, collecting mail/parcels. + DHL, DPD, etc.
- ISO: annual audit preparation: ppt, oral presentation during audit.

Operational function:

- Receiving a New order from DLA Internet Bid Board System (DIBBS)
- Sending Nomination to Subcontractor – details of the order
- Obtaining military Base Access – sending drivers and trucks details to the US officers
- Sending Platts and Currency exchange rates on the day of delivery

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