

Administrative Assistant

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Company: EY

Location: Kampala

Category: other-general

At EY, you'll have the chance to build a career as unique as you are, with the global scale, support, inclusive culture and technology to become the best version of you. And we're counting on your unique voice and perspective to help EY become even better, too. Join us and build an exceptional experience for yourself, and a better working world for all.

Join our Core Business Services (CBS) team and you will help support the important business enablement functions that keep our organization running strong. As a CBS professional, you will work across teams to provide the knowledge, resources and tools that help EY deliver exceptional quality service to our clients, win in the marketplace and support EY's growth and profitability. Major teams within CBS include Finance, Information Technology, Human Resources, Enterprise Support Services, Brand Marketing and Communications, Business Development, Knowledge and Risk Management.

The Opportunity

You will provide comprehensive, quality administrative and support services for all of our EY member firms. Our Enterprise Support Services (ESS) professionals span a wide range of vital roles, from administrative support to facilities management, creative design, tax return processing, file management and emergency preparedness.

Your key responsibilities

Support with processing reports and business proposals – Provide administrative support with document designs and formatting

Social Media Management: Act as liaison for the firm to implement, coordinate efforts and track progress in implementing digital and marketing strategies: , Coordinate social media

and community management; Track and report digital/social media usage metrics;
Manage social media content calendar; Update and post information on digital media including website, Twitter, LinkedIn, Instagram, google ads and other relevant platforms

Book and coordinate travel arrangements.

Customized communications, meeting support- Assist to draft service line communications, prepare and/or amend correspondence or documents using EY standards, templates, firm branding and guidance.

Email Management – In-box management- screen emails, respond and/or action as necessary.

Quality and risk management support – Provide administrative support to the Assurance Quality enablement team.

Other roles and duties as may be assigned from time to time.

Skills and attributes for success

Take an active interest in own personal performance development, including initiating regular meetings with counsellor to discuss goals and work in general

Leverage strong working knowledge of applicable firm and service line quality, risk, and confidentiality policies and guidelines and reinforce with others

Proactively update clients on progress of administrative matters

Good command of written and spoken English

Interest in and good command of social media platforms

Strong interpersonal and communication skills

Proficiency in MS office applications

Ability to multi-task as well as work independently and under pressure

Strong organizational skills and is also a team player

Detail oriented and possess initiative

To qualify for the role you must have

A Bachelor's degree in Public Administration/Business Administration with 3 years of relevant experience

Ideally, you'll also have

Prior working experience in global professional services organization or mid-tier firms

What we look for

Highly motivated individuals with excellent problem-solving skills and the ability to prioritize shifting workloads in a rapidly changing industry. An effective communicator, you'll be a confident team player that collaborates with people from various teams while looking to develop your career in a dynamic organization.

What we offer

EY offers a competitive remuneration package where you'll be rewarded for your individual and team performance. We are committed to being an inclusive employer and are happy to consider flexible working arrangements. Plus, we offer:

Continuous learning: You'll develop the mindset and skills to navigate whatever comes next.

Success as defined by you : We'll provide the tools and flexibility, so you can make a meaningful impact, your way.

Transformative leadership: We'll give you the insights, coaching and confidence to be the leader the world needs.

Diverse and inclusive culture : You'll be embraced for who you are and empowered to use your voice to help others find theirs.

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