

Title:	Executive Assistant		
Version:	Feb 14, 2025	Deadline:	March 07, 2025
Status:	Permanent – Full Time	Approved on:	Feb 20, 2025
Coordination:	Human Resources Director		

1. JOB OBJECTIVES

Join the team of the leader of Telecommunications industry in Cameroon and give new impetus to your career!

You are organized, rigorous and enjoy evolving in a dynamic and demanding environment. You want to work alongside strategic management and actively contribute to the performance of a growing company.

Then this offer is made for you!

We are looking for Executive Assistants to work in a stimulating environment.

As an Executive Assistant, you will have a key role in optimizing the administrative management of the company and in the fluidity of strategic operations.

2. PRIMARY FUNCTIONS

- Assist entity head in administrative management, organization and communication within his department;
- Serve as an intermediary between entity head and both internal and external stakeholders;
- Prepare and facilitate the work of the head of entity in order to optimize his productivity;
- Provide summary and relevant information on current topics;
- Participate in the management of specific, one-off or recurring projects;
- Organization of meetings: planning, management of agendas, monitoring of actions and preparation of reports;
- Proofreading and correction of documents.
- Management and archiving of notes;
- Implementation and improvement of administrative processes;
- Other related tasks as needed.

3. ACADEMIC TRAINING

- Minimum Bac+2 level Diploma
Specialization: executive Assistant, secretarial work, office automation, administrative management or equivalent training.

4. EXPERIENCE, COMPETENCIES AND APTITUDES

- Experience of 2 to 5 years in a similar position considered as an asset;
- Excellent written and oral communication skills;
- Great rigor, confidentiality and sense of service;
- Excellent organizational skills and priority management;
- Mastery of office tools (particularly the Office suite);
- Perfect knowledge of French or English;
- Availability to work beyond legal working hours;
- Bilingualism (English and French, oral and written) considered an asset.

5. ACCOUNTABILITY

The employee will be responsible for:

- Performing tasks in a professional manner at all times;
- Providing updates to his immediate superior on a regular basis regarding the activities under his responsibility;
- Notifying the immediate superior of any problem that may affect the profitability and finances of the company.

6. WHAT WE OFFER

- Paid training for hired staff;
- Health insurance coverage included after permanent recruitment;
- Career development plan;
- Training and certification opportunities continue;
- Inclusive and accessible workplace;
- Collective benefits.

7. HOW TO APPLY?

- Deadline for submission of application files: March 07th 2025 at 3:30 PM
- Composition of the file:
 - A stamped job application;
 - A cover letter;
 - A curriculum Vitae;
 - A copy of relevant diplomas;
 - A copy of the relevant certificates and certifications;
 - Photo ID;
- All application files will be received at CLUB CAMTEL in Yaoundé and must contain in the subject line the details of the Title of the position concerned.



25 FEB 2025

*Mme Judith Hah
Sunday Epe Achidi*