



## **JOB POSTING**

**Date:** November 1<sup>st</sup> 2009

**Expires Date:** Jun 15<sup>th</sup> 2010

**Position:** Office Administrator/Executive Assistant

**Department:** Executive Management

**Coach/Reporting:** President

**Direct Working Relationship(s):** KORE Management, External accountants, KORE customers/suppliers

**Work location:** Alpharetta, GA

### **Overall purpose of position:**

To provide Executive Level office administration, customer liaison and internal HR services. Coordinate travel, reception and other office duties as required.

### **Main responsibilities:**

- Provide administrative support to Executive staff and local team
- Manage weekly report coordination and analysis of performance for President
- Plan and coordinate travel requirements and preferred service programs for US-based Staff
- Manage all aspects of local office administration including supplies, premises, etc
- Assist with HR functions such as Vacation Tracking and benefits administration

### **Qualifications required:**

- Minimum of four years experience in working in an office administrative role
- Good operating knowledge of Excel, Word and PowerPoint
- Basic knowledge of Salesforce.com advantageous
- Native English speaker: knowledge of Spanish would be an asset

### **Qualities - Personal:**

#### **Planning and organizational skills:**

Self-motivated, with ability to organize and schedule events, activities and resources; sets up and monitors time scales and plans.

#### **Communications:**

Good oral and written communicator.

#### **Teamwork:**

Able to act as a bridge between KORE staff and on frequent occasions, customers,, empathizing with customer needs, whilst maintaining necessary discipline in meeting KORE business goals

#### **Personality:**

A personality able to manage internal and external communications with senior staff, remaining professional at all times.

**Qualities - Professional:**

**Specialized knowledge:**

MS-Office skills

**Problem solving and analytical skills:**

Capability to analyze, report and recommend actions to improve the overall function within the organization.

**Qualities - Entrepreneurial:**

**Creativity and innovation:**

Able to work on his/her own initiative

**Action orientation:**

Demonstrates a readiness to recommend courses of action and take the initiative to action these

**Working Relationships:**

**Internal:**

Operational management and executive staff

**External:**

Professional advisors and financial sources