

JOB VACANCY

EXECUTIVE ASSISTANT

Are you an organized and proactive professional seeking an impactful role within a leading web design and development company? Invictus Tech Limited is in search of an exceptional Executive Assistant to provide exclusive support to our leader.

About Invictus Tech Limited

At Invictus Tech Limited, we're not just building websites; we're shaping digital experiences that leave a mark. As a forward-thinking company at the forefront of web design and development, we are committed to pushing the boundaries of creativity and technology. You can read more about us here: www.invictustech.ug

Why You Should Join Us

Professional Growth: We believe in nurturing talent and offering opportunities for advancement. Your role as the leader's right hand will expose you to various aspects of the business, providing you with a unique learning experience and networking opportunities with other business owners in various fields.

Impactful Contributions: Your daily work will directly influence the success of our projects and the growth of the company. You'll be an integral part of our team, driving efficiency and enabling us to reach new heights, together.

What You'll Do

Your excellent organizational skills and attention to detail will be paramount in this role as you provide the support needed for effective leadership.

- **Calendar Management:** Manage schedules, handle communication, and assist in preparing for meetings and appointments.
- **Email Correspondence:** Managing and organizing emails, responding to routine inquiries, and flagging important messages.
- **Client Communication:** Assisting with client interactions, handling initial queries, and scheduling client meetings or follow-ups.
- **Project Coordination:** Assisting in project management by organizing files, maintaining project timelines, and ensuring tasks are on schedule.

- **Administrative Tasks:** Handling paperwork, basic accounting using Quickbooks, and other administrative duties to free up the owner's time.
- **Technical Support:** Coordinating with third-party vendors for tech-related matters.
- **Personal Support:** Assisting with personal tasks like travel arrangements, personal appointments, or other non-business related activities if needed.
- **Organization and Efficiency:** Implementing systems to streamline workflows, improve efficiency, and enhance productivity.
- **Prioritization and Time Management:** Assisting in prioritizing tasks and managing deadlines effectively.
- **Ad Hoc Responsibilities:** Being adaptable and willing to take on other miscellaneous tasks that may arise in a dynamic one-person company environment.

What We're Looking For

- Post-secondary education or equivalent experience is required.
- Proven experience as an executive assistant or in a similar role, is ideal
- Exceptional organizational skills and attention to detail.
- Strong communication skills, both written and verbal.
- Proficiency in office software (Microsoft Office, Calendars).
- Working knowledge of accounting software (Quickbooks) is an added advantage.
- The ability to work under pressure, meet tight deadlines, and adapt to changing circumstances.

Join us in this exciting journey of creating exceptional digital experiences. If you're ready to make a significant impact in a fast-paced and innovative environment, we encourage you to apply and become the trusted right hand of our leader.

How to Apply

If you're up for the challenge and eager to join our team, send your resume and a compelling cover letter to jobs@invictustech.ug. Let your passion, skills, and drive shine through, and let's craft a brighter digital future together!

Invictus Tech Limited is an equal opportunity employer. We welcome applicants from all backgrounds and experiences. We can't wait to meet you and embark on this exciting journey!