

Détail de l'offre : Executive Secretary to the Board of Directors

Partenaire	
Référence	24D1711016556
Titre	Executive Secretary to the Board of Directors
Description du poste	<p>https://faccra.com/job-posting/an-executive-secretary-of-pa-management-board/</p> <p>The Management Board is looking for an Executive Secretary who would be in charge of:</p> <ul style="list-style-type: none"> helping to define the vision of the School managing the day-to-day execution of that vision suggest areas of improvement of the School to the Board of Directors.
Type de contrat	Emploi
Métier	Administration / juridique Direction (générale, business unit) / Stratégie Enseignement / Education
Société	Lycée Français International Accra
Description de la société	https://faccra.com/job-posting/an-executive-secretary-of-pa-management-board/
Localisation	Accra
Pays	Ghana
Profil recherché	Qualification required
	<ul style="list-style-type: none"> Master's degree Present for at least 5 years in Accra Confirmed experience in the educational sector Proficiency in French and English Communication and interpersonal skills Organizational skills, vision and strategic planning Commitment to diversity and inclusion
Secteur	Formation et Enseignement
Disponibilité	1 mois
Langues	Français