

Personal Assistant:

The Personal Assistant (PA) works with senior staff to offer administrative help such as drafting communications on their behalf, planning and organizing meetings, taking notes and writing minutes during meetings, conducting or preparing any research that the reporting person may require, and various ad hoc requests.

A PA needs to have a deep understanding of the ARIS mission and vision and know the team. For this same reason, it is important the PA has great interpersonal skills, is well-presented and professional. Ultimately, the role of a Personal Assistant can be extremely broad and vary on a day-to-day basis.

Computer literacy, verbal and written articulacy, Professional discretion, Efficiency, Well-developed time management skills, Strong organizational skills are the qualities sought. A Bachelor degree and a minimum of 2 years experience are a minimum requirement.