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| Job Title | Executive Secretary |
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| Organisation | Challenge Airlines IL |
| Location | Shoham |
| Reports to | Chairman & CEO Executive Assistant |
| Position Code | CAL259 |
| Job Purpose | To provide comprehensive administrative and operational support to the Chairman and the CEO Executive Assistant. Ensure efficient calendar management, meeting coordination, travel planning, document preparation, and smooth communication with internal departments and external suppliers. |
| Responsibilities | <ul style="list-style-type: none"> • Manage and maintain management calendar in coordination with the Executive Assistant • Arrange and coordinate meetings, conference calls, and events • Prepare agendas, presentations, and follow-up documentation • Handle sensitive correspondence and documentation with confidentiality. • Provides high-level administrative support and facilitates smooth collaboration and service across all parts of the Group. • Act as a liaison between the Management's office and internal departments. • Monitor and respond to emails and calls professionally and promptly • Assisting in organizing welfare activities - • Operating the front desk at the office - welcoming guests, handling deliveries, suppliers, and external service providers with professionalism. Providing assistance, guidance, and communication in both Hebrew and English to ensure smooth coordination. • Perform general office duties as needed in a fast-paced environment. |
| Job Requirements | |
| Education | Bachelor's degree in business administration or a related field- preferred |

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| Experience, Skills, and Personal Attributes | <ul style="list-style-type: none">• Minimum 3 years of experience - administrative or executive assistant role• Excellent organizational and time-management skills• Strong interpersonal and communication skills in English and Hebrew• High proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)• Discreet, reliable, and capable of handling sensitive information Proactive and able to multitask in a dynamic work environment. |
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