

Job Title: Executive Assistant to the Managing Partner

Company: Strategic Engagement

Location: Uganda

Reports To: Managing Partner

Job Purpose

This is a full-time, in-office role based at Strategic Engagement Limited's head office in Kampala. The Executive Assistant will work closely with the Managing Partner and interact regularly with internal teams, clients and stakeholders. The Executive Assistant will provide high-level administrative, organisational and coordination support to the Managing Partner, ensuring efficient management of schedules, communications, priorities and internal follow-through. The role is critical in enabling the Managing Partner to focus on strategic leadership, business development and client engagement.

Key Responsibilities

A. Executive Support & Calendar Management

- Manage and coordinate the Managing Partner's calendar, appointments and meetings.
- Prioritise competing demands and ensure effective time management.
- Schedule internal and external meetings, including preparation of agendas and materials.

B. Communication & Correspondence

- Manage email flow, draft responses and ensure timely follow-up on key communications.
- Serve as a point of contact between the Managing Partner and internal/external stakeholders.
- Prepare professional correspondence, reports and presentations as required.

C. Meeting & Coordination Support

- Organise meetings, prepare documentation and ensure all required materials are available.
- Attend meetings where necessary, take accurate minutes and track action points.
- Follow up with teams to ensure timely execution of agreed actions.

D. Task & Priority Management

- Support tracking of key priorities, deadlines and deliverables across the organisation.
- Maintain action trackers and ensure visibility of progress on key initiatives.
- Assist in coordinating cross-functional activities and internal communication.

E. Travel & Logistics

- Coordinate domestic and international travel arrangements including itineraries, bookings and logistics.
- Manage accommodation, transport and event logistics for the Managing Partner.

F. Document & Information Management

- Maintain organised and confidential filing systems (digital and physical).
- Ensure documents, reports and records are easily accessible and well managed.
- Support preparation and organisation of client and internal documentation.

G. Business & Client Engagement Support

- Support coordination of client engagements, meetings and follow-ups.
- Assist in preparing proposals, presentations and briefing materials where required.
- Maintain professionalism and confidentiality in all client interactions.

Qualification & Experience

- Bachelor's Degree in Business/Marketing/Sales/Engineering.
- At least 2 years' experience in FMCG Sales/Marketing
- Experience dealing with FMCG distributors is a plus.
- Collaborator/team player
- Great communicator
- Strong interpersonal skills

Qualification & Experience

- Bachelor's degree in Business Administration, Management, Communication, or a related field.
- Minimum of 2–4 years' experience in an Executive Assistant, Personal Assistant, or Administrative Support role.
- Experience supporting senior leadership or executives is highly desirable.
- Experience in a consulting, professional services, or corporate environment is an added advantage.

Key Skills & Competencies

- Strong organisational and time-management skills with high attention to detail.
- Excellent written and verbal communication skills.
- High level of professionalism, discretion and confidentiality.
- Ability to manage multiple tasks and priorities under minimal supervision.
- Strong interpersonal skills and ability to interact effectively with senior stakeholders.
- Ability to think on your feet and demonstrate high-level decision-making skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Proactive, solution-oriented and able to anticipate needs before they arise.

Key Performance Indicators (KPI's)

- Effective management of the Managing Partner's schedule and priorities.
- Timeliness and quality of communication and follow-ups.
- Accuracy and organisation of documentation and records.
- Responsiveness to internal and external stakeholders.
- Support to effective execution of leadership priorities and organisational coordination.