



## TRANSLATION

A Managing Assistant, often referred to as an Executive Assistant or Executive Secretary, plays a crucial role in supporting the management team or executives within a company. Their responsibilities can vary depending on the specific needs of the organization and the executives they work with, but generally, they perform the following tasks:

**Calendar and Schedule Management:** Managing Assistants are responsible for maintaining executives' calendars, scheduling meetings, appointments, and events. They ensure that executives are organized and aware of their daily schedules.