

POSITION DESCRIPTION

POSITION TITLE: Executive Assistant

REVISED: August 2015

FLSA CLASSIFICATION: Exempt

SUPERVISOR'S TITLE: President & CEO

POSITION PURPOSE:

The Executive Assistant is responsible for providing varied, complex and often confidential liaison, communication, secretarial and office administrative assistance to the President; to employ independent judgment in the resolution of problems and the performance of assigned duties; and to assist the President in maintaining effective and positive work relationships.

Essential Functions:

Essential functions include the following. Other duties may be assigned.

Administrative

- Assists the President in the management of his/her respective schedules utilizing Outlook (planning/arranging events and meetings). Handles telephone calls for the executive from both internal and external sources. Screens telephone calls and arranges conference calls
- Reads and routes incoming mail, and prepares and sends outgoing correspondence in electronic and hard copy format
- Composes and types correspondence, and copies documents as needed
- Organizes and maintains electronic and paper file
- Coordinates schedules and arranges appointments, including reserving and preparing facilities and materials
- Arranges and coordinates travel schedules and reservations
- Conducts research, including compiling and typing statistical reports. Produces regularly scheduled reports
- Searches files, gathers facts and compiles a variety of data required for preparation of reports; acts as liaison to expedite the flow of information
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project
- Participates on behalf of President in meetings as requested

Corporate

- Perform special projects as assigned by President
- Maintains confidentiality of all corporate, personnel and research matters
- Assist with Corporate Governance – Shareholder and Board of Director meetings, bylaws and minutes
- Assist / support Executive Management events – i.e. fundraisers, network gatherings, speaking engagements, etc.
- Assist with accounting and finances for President's various entities
- Serve as back-up for Facilities Management

Leadership

- Supervises administrative staff
- Assists Senior Management with various duties, projects, and initiatives as requested
- Coordinate, monitor and ensure timely completion of periodic performance reviews for assigned personnel

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree desired, preferably with Business as major emphasis
- Demonstrated ability to serve as an Executive Assistant
- Minimum 2-4 years of experience in an Executive Assistant position

LANGUAGE SKILLS:

- Ability to effectively communicate (oral and written) with both internal and external customers

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid U.S. driver's license and valid proof of insurance

TECHNICAL/COMPUTER SKILLS:

- Working knowledge of MS Office software programs necessary
- Ability and willingness to effectively use other job-related technology tools

OTHER SKILLS AND ABILITIES:

- Above average attention to detail necessary to ensure all relevant documents and products are complete, accurate and compliant with applicable policies and procedures
- Organizational and prioritization skills are critical
- Conflict and relationship management skills
- Ability to work on multiple projects simultaneously with frequent interruptions

PHYSICAL DEMANDS:

- Frequent walking, standing, sitting within the work area
- Driving to and from various locations to pick up and drop off office materials

WORK ENVIRONMENT:

- The work environment is that of a fast paced office with minimal to high noise levels
- This position requires working independently as well as part of a team
- This position requires verbal and face-to-face contact with others on a daily basis
- Frequent use of a computer is necessary
- This position requires the use of all general office equipment
- The position requires client information be maintained appropriately confidential

The essential duties, knowledge, skills, abilities, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please read carefully and check one of the choices below:

- I have reviewed the job description above. I can perform all of the essential functions of the job.

- I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations:

Print employee name: _____

Employee Signature: _____

Supervisor Signature _____

Date: _____