



POSITION DESCRIPTION

Position: Executive Assistant
Department: Administration
Reports To: Chief Executive Officer
Status: Salaried, Exempt

POSITION SUMMARY:

The Executive Assistant provides high-level administrative support to the CEO and Leadership team by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. The Employee must possess the ability to make decisions independently, be highly organized and have excellent computer skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Type reports, memos, letters and other documents using word relevant computer software.
- Coordinate the schedule and makes appointments for the President/CEO. Handle all travel arrangements.
- Answer phone calls and direct calls to appropriate parties or take messages; arrange conference calls for the President/CEO and other individuals assigned.
- Interface in a professional manner with internal and external clients. Greet scheduled visitors and escort to the appropriate area or person.
- Read and analyze incoming memos, submissions and reports to determine significance and plan distribution.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- File and retrieve corporate documents, records and reports. Open, sort and distribute incoming correspondence, including faxes and email.
- Maintain strict confidentiality of all information
- Approach duties in a tactful manner, react well under pressure, treat others with respect and consideration.
- Complete tasks independently and in a timely manner.

QUALIFICATIONS:

- BA or BS degree preferred. Minimum of an associate degree or equivalent from a two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.
- Excellent written and oral communication skills. Ability to effectively present information in a one-on-one and small group situation to customers, clients, and other employees of the organization.
- Proficiency in the use of various Microsoft Office programs.