

## EXECUTIVE ASSISTANT

**POSITION SUMMARY:** The overall expectation for this position is to perform a high level of office and administrative support to the Executive Director, which allows the executive director to conserve their time. The Executive Assistant may also provide administrative support for the senior staff as well all support staff for the organization as needed. The executive assistant frequently is required to work closely with the Executive Director to improve the effectiveness of the duties of the Executive Director

**PRIMARY DUTIES: (including but not limited to)**

- Provides clerical/ administrative support, including the composition and preparation of routine correspondence and presentations using computer software programs
- Maintain Executive Director filings weekly by the COB on Friday's
- Maintain and update participant and Executive Director calendars with up to date info in a timely manner
- Maintain Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences - initiating telecommunications and travel
- Provide a written summary of events of all conference and meetings sponsored by the Executive Director
- Triage, prepare and distribute mail, faxes and packages daily
- Prepare, update and distribute the company phone directory and other company information
- Manage, order, distribute supplies to the appropriate departments
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; verifying receipt of supplies; ensure that the supply closet is maintained and neat at all times
- Ensure Executive Director has the necessary supplies in her office at all times
- Run errands as needed
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunction

- Manage the building maintenance and follow-up to ensure that work orders are completed efficiently
- Maintain Agency & Executive Director's Marketing material in the most positive light to include written, verbal, social media, etc.
- Serves as a liaison for the Board of Directors/Sr. Staff to provide support and excellent customer service.
- Responsible for all correspondence and coordination of meetings with the Board of Directors, Sr. Staff and its committees. Coordinate internal meetings as assigned including communication and correspondence, distribution of materials before and after the meeting, setting up and cleaning up the meeting area, completion of support activities (such as preparation of agendas, materials, meals/snacks, beverages, equipment and room set-up, etc.) and taking of and following-up on minutes and techniques.
- Act as back up for front desk reception for executive and administrative departments
- Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Executive Assistant must be well-developed in communications, reading skills, knowledge of grammar, spelling and punctuation.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- The ability to work with diverse groups of people in various departments and positions of management and non-management.
- Complete the assigned work at given time without any delay and by the end of the day; and is responsible for reporting accurate updates to the Executive Director about completed assignments.
- Maintains customer confidence and protects operations by being responsible for safeguarding confidential information while ensuring customer satisfaction
- This position requires the exercise of judgment in the application of prescribed office procedures and methods in doing most tasks
- Possession of valid motor vehicle operator's license and clean driving record

**EXPERIENCE AND TRAINING:**

- 1 year or more experience as an Executive Assistant
- Proficient in MS Office Suite
- Previous experience in Customer Service or Project Management preferred

**CONCLUSION OF POSITION:**

The listed duties of this position are just an outlined summary and from time to time this position may be asked to assist other departments based on the needs of the business. Therefore this position will be asked as part of their duties, to cross-train in other departments. There may also be some duties that may arise that are not currently in this job description based on the needs of the business

**SUPERVISOR:** Executive Director