

EXECUTIVE ASSISTANT JOB DESCRIPTION

1. **Job Title:** Executive Assistant
2. **Department (s):** Multiple
3. **Full Time:** 30 - 40 hours (*will consider Part-time*)
4. **Normal Work Schedule:** Monday – Friday (*some flexibility*)
5. **Position Summary:** The Executive Assistant provides high-level administrative support 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. May also train and supervise volunteers.
6. **Duties and/or Tasks:**
 - Administrative:
 - Coordinate work flow for projects for each department and any other tasks under Senior Manager's area of responsibility.
 - Create systems; maintain files, project records, schedules and timelines to ensure efficient and consistent performance of project support systems.
 - Make phone calls, schedule appointments, and at times meet with departmental staff to facilitate flow of work with and for manager.
 - Manage calendars for Senior Manager and coordinate schedules to facilitate meetings as needed.
 - Communication:
 - Handle telephone inquiries and route calls to staff and external clients as necessary.
 - Receive and distribute departmental correspondence and deliveries.
 - Review e-mails and retrieve voice messages and facilitate timely responses.
 - Projects:
 - Assists in planning and implementation of special projects relative to department goals.
 - Assists with budget preparation and planning as necessary to plan and executive projects.
 - Monitor projects and processes to ensure efficiency and timeline/deadlines are met.
 - Research (vendors, products, materials, pricing, locations) and draft reports as necessary.
 - Facilitate calendaring of events and training sessions for volunteer teams and continued staff development.
7. **Qualifications/Standards/Requirements**
 - a. **Education:** Associates Degree in Business or related field, Bachelor's preferred.
 - b. **Experience:** Minimum 3-5 years progressive administrative experience required
 - c. **Skills:**
 - i. Strong computer skills, specifically using spreadsheet and other analysis tools
 - ii. Must be attentive to details.
 - iii. Must possess strong organizing and multi-tasking skills
8. **Equipment and Resources Utilized:**
 - a. Computers
 - b. Microsoft Office Word and Excel
9. **Relationship and Roles:**
 - a. Reports to Senior Manager (s)
 - b. Works with staff at all levels of the organization
10. **Date of Position Opening:** January 2010