



Job Title: Executive Assistant

Department: Finance and Administration

Reports to: Director of Finance and Administration

Job Description

The Executive Assistant will be responsible for a broad range of administrative and coordinator duties. This position will require initiative, judgment, independent decision making, and client service skills. The professional in this position must project warmth and enthusiasm toward internal and external visitors. This person will be a proactive member of the team by volunteering and participating in events and committees while providing input and suggestions. This person will be expected to perform a variety of tasks, help keep long term projects on track, and handle more urgent requirements.

Basic Functions:

- Answer, screen & route telephone calls and use appropriate telephone etiquette
- Assists in responses to internal/external guests including letters, phone calls and coordination of in-person service recovery
- Must have the ability to incorporate creative approaches to various projects by taking initiative and working independently
- Prepare reports and/or special projects, which may include data collection, coordination, final copy preparation, distribution, etc.
- Respond to all inquiries in a courteous and professional manner within 24 hours of receiving the call
- Become familiar with all department functions within the company in order to communicate on them effectively and accurately
- Develop messages and effectively use vehicles to ensure consistent, integrated and comprehensive system of communications
- Calendar management, accounting for day-to-day meetings, calls, and movements, both business and personal
- Communicating with teams and assisting with project management
- Maintaining KPI and other reports
- Facilitating the follow through of business development deals
- Managing and facilitating a large volume of email replies
- Reviewing agreement and reports
- Event planning and coordination for all company meetings, special occasions, team functions, and other celebrations as needed

Knowledge, Skills, and/or Abilities Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess quality phone skills
- Be able to effectively communicate with employees, management, and clients alike
- Have strong core values
- Manage invitations
- Must operate well in a team environment as well as perform job duties with little supervision
- Must be able to professionally handle sensitive information and maintain complete confidentiality
- Excellent organizational and multi-tasking skills

Additional Duties and Responsibilities:

- Self-motivated, proactive, and forward-thinking
- Confident personality and capable of being persistent when necessary
- Advanced knowledge of Microsoft Excel
- Diplomatic and tactful
- Extremely detail oriented and organized
- Maintain a positive attitude and willingness to work with all team members.
- Excellent written and verbal communication skills
- Must be able to effectively communicate with all levels of internal and external contacts
- Ability to work independently and multi-task in a fast-paced team environment
- Discrete concerning confidential or sensitive information

Educational/Vocational/Previous Experience Recommendations:

Executive Assistant: 3+ years (Required)

Benefits:

- Competitive salary based on experience and qualifications
- Health, vision, and dental benefits
- Long-term disability, retirement plan
- Performance based incentives
- Full on the job training and support
- Fun working environment and culture
- Opportunity for advancement

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed.