

Executive Assistant

JOB DESCRIPTION:

This position requires familiarity with bookkeeping, records management, coordination of projects, project management, and coordination of data sources. The executive assistant will be expected to perform general office/clerical duties. The executive assistant performs a variety of duties including administrative support, calendar management, organizing meetings, make appointments, event planning, prepare reports, process expense reports, prepare correspondences, make travel arrangements, customer service, data entry, typing, filing, and multi-tasking and an assortment of other tasks.

Individuals most suited for the executive assistant position possess general office and computer skills, are team players with the ability to work under pressure and who can communicate effectively with the public. Must have knowledge of general office procedures; a high degree of verbal and written comprehension; the ability to express thoughts clearly, both orally and in writing; accurate and proficient typing skills; the ability to work well with others and with limited supervision; grasp concepts quickly and react to change rapidly.

The requirements listed are representative of the knowledge, skills and/or abilities required.

SUPERVISION EXERCISED:

This job has some supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following:

1. Coordinate executive communications, including taking calls, responding to emails and interfacing with clients
2. Prepare internal and external documents for team members
3. Schedule meetings and appointments and manage travel itineraries
4. Arrange office events to take place outside of the work place
5. Maintain an organized filing system of paper and electronic documents
6. Uphold a strict level of confidentiality
7. Develop and sustain a level of professionalism among staff and customers
8. Collate and analyze account data and generate reports.
9. Maintain internal control systems
10. Comply with relevant reporting requirements

11. Must be proficient in Word, Outlook and Excel
12. Creates and modifies various documents using Microsoft Office
13. Assist with audits
14. Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
15. Must have superior organizational skills and accuracy
16. Other duties may be assigned

Job Related and Essential Qualifications:

1. Planning and organizing
2. Attention to detail
3. Information collection and monitoring
4. Problem analysis
5. Interpersonal skills, assertive, diplomatic and uses good judgement
6. Research Skills
7. Problem solving
8. Communication skills
9. Ability to work independently
10. Flexible and dependable
11. Confidentiality
12. Integrity
13. Fast, proficient, and accurate typist

14. Extensive knowledge of Microsoft Suite and other administrative programs

15. Self-starter who works well independently

16. Ability to prioritize given tasks and work efficiently towards completing them

17. Familiar with common office equipment (printers, copier, fax, etc.)

EDUCATION and/or EXPERIENCE:

- High school diploma or GED equivalent required, College degree preferred
- 2+ years of experience as an administrative assistant

SPECIAL REQUIREMENTS:

Ability to read and interpret documents. Ability to communicate effectively, orally, and in writing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in a variety of situations.