

**Description:** Executive Administrative Assistant (CEO and CFO)

Job Purpose: To provide support for top level executives by providing executive level administrative support by providing clerical support, receiving clients and visitors, arranging travel and correspondence, and scheduling meetings.

**Roles and Responsibilities**

- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
- Answering and directing calls to appropriate executives and parties, taking messages.
- Greeting visitors and determining access to appropriate parties.
- Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.
- Opening, sorting, and distributing correspondence, including email, faxes, and snail mail.
- Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
- Prepare reports, collect and analyze information; prepare presentations.
- Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.
- Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
- Ensure operation of office equipment, order maintenance when necessary. Troubleshoot malfunction of office equipment.
- Maintain knowledge by attending professional and technical educational seminars and workshops; review publications; establish professional and personal networks within the industry. Participate in societies relative to the business.
- Data analysis; Proficient in Access, MS Word, Excel, Outlook. Perform filtering and sorting of data, V-lookup and other functions.
- Train staff on office equipment, policies and procedures, arrange for setup on new computers and logging of new employees in database.
- Prepare and manage Board materials, minutes, and agendas. Become knowledgeable on the Open meeting Act for rules around Board meeting protocol.
- Manage parking lot reservations updating when necessary for employees for changes.
- Manage vendor files for compliance and input info for new vendors into accounting system.
- Deposit checks into the bank and scan/route documentation as appropriate.
- Prepare executive responses to routine memos, letters, or correspondence.
- Prepare and develop a records management system; maintain and recommend changes to records system when appropriate.

- Interact with customers when appropriate and problem solve. Document complaints and develop an appropriate course of action. Report problems to executives when they cannot be resolved for attention.
- Evaluate policies to ensure they are in compliance with corporate rules and mission.

**Qualifications**

- B.S. in Management or related field
- 3+ years administrative support or executive assistance
- Problem solving ability
- Advanced MS Office experience

**Preferred Qualifications**

- Experience in accounting, payroll, or finance preferred
- 1 year experience in human resources
- Supervisory experience

**Salary**

Commensurate with Experience