

JOB TITLE: Administrative Assistant - Executive

LEVEL:

REPORTS TO: Chief Executive Officer

START DATE: TBD

JOB PURPOSE: Provides administrative and clerical support to the Chief Executive Officer and the Senior Management team.

DUTIES AND RESPONSIBILITIES:

- Schedule and organize complex activities such as meetings, travel, and department activities for all members of the Senior Management team.
- Create and develop visual presentations for the CEO.
- Organize and prioritize large volumes of information.
- Sort and distribute mail. Open mail for the CEO and determine level of priority.
- Answer phone for CEO. Takes message or field/answer all routine and non-routine questions.
- Assist the CEO in the management of his schedule.
- Handle confidential and non-routine information.
- Work independently and within a team on special and non-recurring and ongoing projects. Act as a project manager for special projects, at the request of the CEO, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company-wide events.
- Type and design general correspondence, memos, charts, tables, graphs, business plans, etc.
- Communicate and interact with the Board of Directors.

QUALIFICATIONS:

- U.S. Citizen.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Knowledge of office management/administrative support practices and procedures. Skilled in preparing and maintaining accurate records, reports and files.

- Able to gain knowledge and understanding of organization's operations, policies and procedures and personnel.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of accounting, budgeting, business practices and methods.
- Able to use a variety of computer software, including word processing, database and spreadsheet applications (Microsoft Office Suite).
- Ability to handle and prioritize multiple projects.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint).
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Experience in the area of corporate compliance or corporate law is a plus

EDUCATION:

- Bachelor's Degree Preferred.
- Five or more years of experience or training; or equivalent combination of education and experience.