



### Executive Assistant Job Description

Department: General/ Administration

(xx) Exempt ( ) Non-exempt

Reports directly to: Chief Executive Officer

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**JOB SUMMARY:** This position is responsible for aiding the executive team in staff capacity by handling a wide variety of situations involving the administrative functions, coordination of resources and communicates accountability of key directives. In addition, to note commitments made by executives and arrange for staff implementation, manage executive's calendar, interpret requests and help implement action.

#### MAJOR RESPONSIBILITIES:

- Administrative support to the CEO and other executive staff members as needed.
- Prepare daily, weekly, and monthly reports.
- Screening of all calls and mail to the CEO, routing elsewhere as needed.
- Travel and meeting arrangements for the CEO.
- Maintain CEO's calendar.
- Meetings: Prepare and distribute agenda, attend meetings and prepare and distribute minutes from meeting. Follow up after meeting with CEO and all participants as needed.
- Attend and take minutes from company board meetings.
- Maintain confidentiality in all matters; assure discreet handling of all business.
- All other duties as assigned.

#### QUALIFICATIONS AND EXPERIENCE:

- Strong computer and internet skills.
- 3 years minimum experience supporting CEO or Senior Executives.
- Expert level skills in MS Office products including MS Word, MS Excel, MS Powerpoint, MS Outlook.
- Experience with database software and Crystal Report Writer (or similar)
- Experience handling and managing confidential data.
- Project coordination experience.

#### ADDITIONAL SKILLS NECESSARY FOR SUCCESS:

- Flexibility.

- Ability to maintain high level of professionalism and confidentiality.
- Excellent interpersonal skills.
- Ability to work with all levels of management and staff, as well as outside clients and vendors.
- Highly organized, can organize self and others.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to sit for long periods of time at a desk, using hands and fingers to grasp and use the computer.

**CONTACTS:**

Within own department: Frequent, constant contact  
Outside own department: Frequent, constant contact  
Customer: Infrequent contact