



Position: Executive Assistant
Reports to: President
Category: Part-Time, Non-Exempt

Job Summary:

The Executive Assistant will provide high-level administrative support to the President and other senior staff.

Duties/Responsibilities:

- Provides high-level administrative support and assistance to the President and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, expense reports, and other documents for President.
- Arranges travel and accommodations for President.
- Schedules and attends meetings requested by President, taking notes, and recording minutes.
- Receives incoming communication or memos on behalf of the President, reviews contents, determines importance, and summarizes and/or distributes contents appropriately.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by President.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Education and Experience:

- High school diploma required, Bachelor's degree in Business Administration or related field preferred.
- At least five years of related experience required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.