

JOB DESCRIPTION	
POSITION TITLE:	Executive Assistant
REPORTS TO:	
ORIGINATION DATE:	September 1, 2023
REVISION DATE:	NA
DOCUMENT CONTROL #:	JD 23-002
CLASSIFICATION:	Full-Time, Exempt

SCOPE OF WORK: The primary purpose of the Executive Assistant position is to provide comprehensive administrative support to the CEO and ensure the efficient and effective operation of their office. The Executive Assistant serves as a central point of contact for internal and external stakeholders, managing communication and information flow on behalf of the CEO. Additionally, the Executive Assistant plays a crucial role in maintaining confidentiality, managing sensitive information, and handling complex and time-sensitive projects. They provide support in document preparation, research, and relationship management, enabling the CEO to stay informed and make informed decisions.

ESSENTIAL DUTIES:

- Manages calendar and schedules appointments, meetings, and travel arrangements for the CEO.
- Screens and prioritizes incoming calls, emails, and correspondence, and drafts appropriate responses.
- Coordinates internal and external meetings, including scheduling, agenda preparation, and logistics.
- Organizes and maintains confidential company and client information, ensuring easy retrieval.
- Drafts, proofreads, and formats various business documents, presentations, reports, and proposals.
- Coordinates domestic and international travel logistics, including flights, accommodations, and transportation.
- Builds and maintains positive relationships with clients, stakeholders, and internal staff.
- Assists in managing projects by conducting research, preparing documentation, and tracking milestones.

- Prepares meeting materials, presentations, and agendas for executive-level meetings.
- Oversees general office operations, including ordering supplies, managing equipment, and coordinating with IT support.

NON-ESSENTIAL DUTIES:

- Facilitates special events or company functions, such as organizing employee recognition events or corporate retreats.
- Assists with the onboarding process for new employees, including preparing orientation materials and coordinating introductions.
- Conducts research on industry trends, competitors, or potential business opportunities to support strategic decision-making.
- Provides backup support to other team members or departments during periods of high workload or absences.
- Assists in the preparation and coordination of board meetings or shareholder presentations.
- Assists with the coordination of company-wide initiatives or projects, such as employee engagement surveys or charity drives.

PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:

- Strong organizational and time management skills
- Excellent communication skills
- Attention to detail.
- Advanced proficiency in software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is required. Experience with document management systems, project management tools, and video conferencing platforms may also be beneficial.
- Discretion and confidentiality
- Strong problem-solving and critical thinking skills required.
- Ability to be flexible and adaptable in an environment with changing priorities and unexpected requests.
- Bachelor's degree or equivalent experience. A bachelor's degree in a relevant field such as business administration, communications, or a related discipline is preferred. Experience gained through 3-5 years of relevant work experience is required.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to sit for extended periods of time.
- Ability to work and communicate well with other employees and management.
- Ability to perform work utilizing manual dexterity of the hands.
- Ability to read, write, and understand English.
- Ability to work in a fast-paced environment.
- Correctable vision and hearing.
- Ability to work remotely in a home office environment.

This job description is not intended to be all-inclusive, and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed.