

**Executive Administrator/Secretary** – This skilled individual will serve as personal secretary to the CEO and provide secretarial support to the Board of Directors. The position's objective is to enhance the efficiency of the CEO/Executive Director, corporate directors, and their organization. Position requires working in a team-centered environment with strong collaboration in a highly multifunctional environment, where E.A. assistance is needed with all the business functions. Since the business has a view toward worldwide markets, the working environment will become multicultural and diverse.

### **Primary Responsibilities**

1. Assist CEO/Executive and Corporate Directors by offering all executive and administrative support, (filing/records management, office management, transcriptions, database management, vendor contracts, corporate documentation preparation including accounting reports, subscription and corporate licensing renewals, internal reporting and ad-hoc projects, drafting correspondences for Executive signature; editing and proofing documents; taking and publishing and ensuring distribution of meeting minutes; processing and sorting mail; managing the Executive Director's schedule; managing the meeting room schedule; greeting and assisting visitors both via the phone and in-person; coordinating and making all requisite arrangements related to conference attendance, coordinating corporate and fund-raising events, coordinate general bookkeeping duties and payroll, appointment scheduling and making travel arrangements and executing travel plans, etc.
2. Board support –maintains all records of the Board, including the official minutes, resolutions, bylaws and committee appointments. This position also manages the initiation of program and government and professional roundtables, and compliance with corporate governance issues
3. Project and product support including launches and follow up
4. Hiring coordination
5. Responsible for resolving customer and vendor questions

### **Skills Required:**

Administrative and general bookkeeping experience. Personality required is definitely a service oriented, highly motivated, self-starter, with strong ownership and pride in work. There should be a willingness to take initiative while working independently. Committed and reliable to helping out in whatever way possible and on quick timing if required. Very strong organizational skills and attention to detail focus on efficiency with coordinating schedules, meeting logistics, etc. Ability to work under pressure, prioritize and multi-task. Ability to use a strong knowledge of Microsoft office product suite. Demonstrate strong interpersonal and communication skills as this position requires a high level of professionalism and discretion, position is high visibility with highly sensitive information. Ability to create and maintain healthy, professional, working relationships with business partners, as well as other Executive Assistants. Effective and not intimidated in working up, down, and across the organization in terms of task level, background, and/or education. While "emergencies" are infrequent, the ability to handle last minute requests, adjust priorities, and work in a fast-paced mode occasionally is critical, while being collaborative with other colleagues.

**Requirements:** The ideal candidate has at least 8 years Administrative experience with at least 3 years supporting high-level executives in an Executive Admin capacity. Ideal candidates can perform the following duties proficiently: mid-level to advanced knowledge of MS Office Suites to prepare and distribute reports, e-mails, forms, spreadsheets and business graphics. Arrange and coordinate appointments, meetings and schedules, arrange travel, complete expense reports, planning and support for corporate and fund-raising events (various tasks to support those), potential vendor identification, contract management, negotiation, research, anticipating what information and data may be required. Coordinate all board and corporate correspondences. Possess strong organizational, communication and interpersonal skills. Understand office work flow and demonstrate a willingness to work in a team environment.