

Executive Assistant

Job Description:

The Executive Assistant's responsibility is to support our senior executives in a timely and professional manner. The Executive Assistant will have the opportunity to work independently on projects, from conception to completion, and must be able to work under pressure to handle a wide variety of activities and confidential matters with discretion.

Responsibilities:

- Coordinate and manage daily calendars
- Plan appointments and events
- Act as the primary point of contact between executives and employees/clients
- Manage phone calls and emails
- Manage travel arrangements and travel plans
- Prepare documents for travel-related meetings
- Complete expense reports in Concur
- Research and follow up on issues and concerns addressed to executives including those of a sensitive or confidential nature
- Keep executives well informed of upcoming commitments and responsibilities
- Compose, draft, edit and prepare correspondence such as letters, emails, etc.
- Follow up on contacts made and support the cultivation of ongoing relationships
- Consistently follow up on assignments, projects and requested appointments
- Back up phone lines
- Handle luncheons for client meetings
- Handle personal matters as needed

Qualifications and Requirements:

- Bachelor's degree
- 3+ years of experience supporting C-Level Executives



- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Experience doing outreach on behalf of executive/management teams
- Ability to multi-task in a fast-paced environment
- Strong interpersonal skills and the ability to build relationships with staff, external partners and donors
- Superior written and verbal communication skills
- The ability to work independently
- Proven ability to handle confidential information with discretion
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Experience in internal and external communications, partnership development, & fundraising
- Proficient in Microsoft Suite and Social Media
- Have initiative in suggesting and completing new and ongoing projects

