Title: Senior Executive Administrative Assistant

FLSA Class: Exempt  EEO Category: Admin Support  WC Class: 8861

Job Title #1000251  Salary Grade:

Date Approved: 11/27/2016

Revision Date: Revision:

Purpose of Position

The Senior Executive Assistant will provide high-level administrative support to the Chief Executive Officer (CEO) that requires a thorough knowledge of Great Circle policies, procedures, and operations and an understanding of the agency's role within the community. The Sr. Executive Assistant will exercise initiative and independent judgment in all activities and will maintain discretion in all sensitive and confidential matters.

The Sr. Executive Assistant will be responsible for performing clerical functions, processing information requests, materials, committee reports and mailings. This position reports to the CEO.

Major Duties  (*Essential Element)

- Performs clerical functions which include screening and directing telephone calls, preparing correspondence, maintaining and securing files for the CEO. Coordinates efficient utilization of the CEO’s time by maintaining the CEO’s calendar, including the organization of appointments, meetings, social engagements, etc.
- Manages high profile projects and various social and community events as assigned by the CEO, and/or the Board of Director.
- Prepares and submits the State Annual Report to the Office of the Secretary of the State.
- Maintains communication with members of the Board of Directors.
- Prepares Board of Directors and committee reports and mailings.
- Facilitates effective planning and organization of Board of Director meetings, teleconferences, and other meetings as assigned. Develops timely agendas and supporting documentation for distribution to members. Acts as event coordinator for all meetings assigned.
- Takes, transcribes, and edits meeting minute’s, including Board of Directors and Finance Committee meetings.
• Manages Board of Directors web page.
• Manages PTO and leave authorization for executive staff through the Time and Attendance system.
• Maintains positive relationships with Great Circle staff, clients, and vendors.
• Maintain appropriate privacy and confidentiality in all processes and paperwork.
• Performs all other duties as assigned for the betterment of Great Circle.

Working Conditions

Office environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

TBD

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Knowledge of administrative and clerical procedures, systems and processes. Requires analytical ability necessary to handle moderately complex administrative details such as preparing nonrecurring reports. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Demonstrated proficiency in the use of Word, Excel, PowerPoint and email applications.

Required Education and Experience

• High school diploma
• Five (5) years of administrative experience
• Ability to type a minimum of 60 wpm

Preferred Education and Experience

• Bachelor’s degree

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee:___________________________________________   Date:_________