

Executive Administrative Assistant

Job Purpose

The primary functions of the Executive Administrative Assistant is to provide office and marketing services by implementing administrative systems, procedures, policies, and monitoring administrative projects, as well as provide marketing materials and support the web based marketing management.

Essential Duties and Responsibilities

- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Create marketing materials to promote the business initiatives.
- Contribute to the web based marketing effort by adding support to in house management and business partners.
- Field phone calls by answering questions or requests, taking detailed messages, and scheduling follow-up phone appointments.
- Make travel arrangements for senior management members.
- Schedule meetings and include necessary documents.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Preparing and presenting at public forums.
- Other duties as assigned.

Qualifications

- Excellent professional writing skills.
- Excellent Microsoft Office skills: PowerPoint, Outlook, Word, and Excel.
- Strong organizational skills.
- Displays high level of professionalism.
- Excellent verbal communication skills.

Education and Experience

- Must have a High school diploma or GED.
- Completed higher level education courses or a college degree preferred.
- Minimum of 5 years in an administrative assistant position.