ASSISTANT DIRECTOR

Job Description:

**Assistant Director** supports the director and carries out directives assigned by the director. This can be a director of a program, a firm, foundation, or other type of business. The range of what an Assistant Director's duties and responsibilities may include is wide.  They supervise as well as manage, and are focused on ensuring that the needs of the director and company are met.

Job Responsibilities:

* Support director in all their duties and effectively carry out assigned responsibilities
* Ensure consistent and smooth implementation of daily operational procedures
* Communicate with director to determine daily responsibilities for ongoing projects
* Assist in strategic business planning and analysis
* Perform all necessary daily clerical tasks director requires (phone calls, emails, etc.)
* Implement new procedure or operational changes
* Help facilitate clear and consistent communication between departments
* Take and deliver important messages to the director
* Foster and maintain positive client relationships
* Maintain calendars and schedule necessary meetings, calls, etc.
* Prepare, organize, and file office documents
* Take notes and keep minutes during relevant departmental meetings
* Liaise with clients and employees to ensure satisfaction
* Write and deliver progress reports to the director
* Ensure all work meets necessary compliance standards
* Interact with the public and represent our organization in a professional manner
* Lead and complete special assigned side projects
* Be a knowledgeable resource in matters related to our business

Job Qualifications:

* Bachelors in business administration or related field
* Masters in business administration or related field preferred
* Experience as an Assistant Director

Opportunities as an assistant director are available for applicants without experience in which more than one an assistant director is needed in an area such that an experienced an assistant director will be present to mentor.

Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Proficiency with computers and Microsoft Office
* Leadership skills and ability to direct others
* Ability to resolve staff conflicts