EXECUTIVE ASSISTANT

Job Description:

An **Executive Assistant** performs the general clerical tasks, generally on behalf of a manager or executive in a company. Day-to-day life as an executive assistant includes coordinating various calendars, taking phone calls and messages, sending emails, prepping for large meetings and presentations, capturing notes in meetings, and many other related tasks. Good executive assistants excel at organization, management of multiple peoples' time and expectations, and have a self-starter attitude, getting things done before others recognize the need.

Job Responsibilities:

* Answer phone calls and redirect them when necessary
* Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
* Prepare and disseminate correspondence, memos and forms
* File and update contact information of employees, customers, suppliers and external partners
* Support and facilitate the completion of regular reports
* Develop and maintain a filing system
* Check frequently the levels of office supplies and place appropriate orders
* Make travel arrangements
* Document expenses and hand in reports
* Enhances effectiveness by providing information management support.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Organizes work by reading and routing correspondence; collecting information; and initiating telecommunications.
* Manages department schedule by maintaining calendars for department personnel and arranging meetings, conferences, teleconferences, and travel.
* Completes requests by greeting customers, in person or on the telephone, and answering or referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Prepares reports by collecting information.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.
* Keeps equipment operational by following manufacturer instructions and established procedures.
* Secures information by completing database backups.
* Provides historical reference by utilizing filing and retrieval systems.

Job Qualifications:

* High School Diploma
* Associates in administration or related field preferred
* Experience as an executive assistant

Opportunities as an executive assistant or are available for applicants without experience in which more than one an executive assistant is needed in an area such that an experienced an executive assistant 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
* Strong typing skills.