

Job Title: Executive Assistant

Reports To: President and CEO

REQUIREMENTS

Education:

- High School diploma required.
- Associates degree or BA preferred.

Skills and Experience Required:

- Writing Skills.
- Reporting Skills.
- Supply Management.
- Scheduling.
- Microsoft Office Skills.
- Photoshop.
- Organization.
- Time Management.
- Presentation Skills.
- Equipment Maintenance.
- Travel Logistics.
- Verbal Communication.
- Excellent people skills.
- Strong computers skills.

Essential Duties and Responsibilities

Responsibilities:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Working Conditions:

- Work is normally performed in a typical office environment.
- Possible exposure to mechanical, biologic and chemical hazards (in lab areas only).
- Frequent use of personal computer, copiers, printers, and telephones.
- Frequent standing, walking, climbing stairs, sitting, listening, and talking.
- Frequent work under stress, as a team member, and in direct contact with others.
- Infrequent lifting of up to 25 lbs.