

## Posting for Executive Administrative Assistant

12.14.2011

This position reports to the President/CEO and is responsible for conserving the President's time and promoting the corporate image by representing the President internally and externally; providing liaison between the President, key executives, and employees; performing limited administrative duties for executive management as approved by CEO; providing high-level administrative support to staff.

- Represents the President by welcoming visitors, writing/reviewing/sending correspondence, arranging corporate functions, answering questions and meeting requests directed to the President.
- Assist President with the coordination and administrative duties related to the Board of Directors such as prepare agendas and make arrangements for committee, board, and other meetings, record Board minutes, compile, transcribe, and distribute minutes of Board meetings.
- Provide administrative support to staff such as arranging corporate travel, meetings, and materials assembly/distribution; manage and maintain President/CEO's schedule by handling information requests and performing clerical, reception, and telephone functions; open, sort, and distribute incoming correspondence, prepare responses to correspondence containing routine inquiries, and ordering office supplies and monitoring the inventory.
- Assume receptionist duties, greet visitors and public and refer them to the appropriate staff member and/or determine whether they should be given access to specific individuals.
- Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Enhances President's and corporation's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Conduct research, compile data, prepare documents, reports, memos, letters for CEO and Board of Directors, using word processing, spreadsheet, database, and/or presentation software.

#### Essentials Requirements:

- Degree in Administrative Science or equivalent experience
- 3-5 years executive level clerical or administrative experience
- Typing skills with at least 55 WPM
- Requires strong computer and internet research skills with proficiency in Microsoft Office software (Word, Excel, PowerPoint, Outlook)
- Knowledge of general office machines and telephones systems
- High degree of discretion dealing with confidential information
- Excellent interpersonal skills
- Demonstrated project coordination experience
- Excellent organizational, analytical, decision-making, and problem-solving skills
- High-level of attention-to-detail required
- Time and stress management skills required
- Ability to work with all levels of internal management and staff, as well as outside clients and vendors
- Demonstrated written and oral communication skills (portfolio of writing samples required)
- Demonstrated ability to work independently and as a team member

#### Preferred Requirements:

- Proficiency in Microsoft Access
- Experience working for a not-for-profit organization
- 10-key proficiency

Salary/Wage Range: \$14.00 – 16.00/hour

How to apply: Please submit resume to [jobpost@ymcagreenville.org](mailto:jobpost@ymcagreenville.org) with title of position in subject line.

Posting deadline: December 26, 2011