

Executive Administrative Assistant

Detailed Job Description

- Perform administrative functions such as making travel arrangements, coordinating activities and meetings, preparing expense reports, processing invoices and assisting with budget management.
- Maintain calendars, arranges appointments, contacts personnel, and coordinates meetings.
- Assist in crafting letters, correspondence and reports.
- Frequent contact with company executives and with executive personnel outside of company.
- Perform routine clerical duties (sorting, filing, distributing mail, making copies, and mailing letters).
- Screen and sorts mail; forwards to appropriate area; responds to routine inquiries.
- Organize and maintain executive files and databases.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups
- Types meeting minutes as required; i.e. fortnightly marketing minutes, monthly management minutes
- Updates and prints marketing documents, design covers, sell sheets, business cards, stationary, letterhead etc.
- Updates website as required
- Function and event coordination. Arrange catering, lighting, security, invitations, RSVP's etc.
- Carrying out background research and presenting findings;
- Running errands
- Prioritize work to meet deadlines with minimal guidance as to established times.
- Order supplies for department.
- All other duties as assigned

Qualifications:

- Minimum of 3-5 years of experience in an administrative capacity, including experience with office administrative procedures, use and operation of standard office equipment.
- Exceptional communication skills to include strong writing abilities and verbal communication.
- Independent candidate that demonstrates initiative and foresight of management's needs.
- Previous experience with variety of computer software applications in word processing, spreadsheets, database and presentation software (Word, Excel, and PowerPoint).
- High level of interpersonal skills to handle sensitive and confidential situations. Position requires demonstrated poise, tact and diplomacy.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.