



EXECUTIVE ASSISTANT JOB DESCRIPTION

JOB TITLE:	Executive Assistant
MANAGED BY:	President
PAY LEVEL:	2
RANGE:	\$16.00 - \$19.00
BENEFITS:	Health Insurance – Dental, Vision
STATUS:	<u>(Full Time)</u> Hourly – Weekly Pay

POSITION SUMMARY

Reporting directly to the President, the Executive Assistant will provide high-level executive support in a one-on-one working relationship. As a primary point of contact between external consumer, commercial, enterprise and municipal clients; the Executive Assistant provides agency for the company, assisting and supplementing the activities, obligations and commitments of the President. .

GENERAL DESCRIPTION

The Executive Assistant is responsible for performing administrative and management functions both in support of and in extension to the President. Naturally proactive both through design and intended agency, the Executive Assistant proactively contributes to operations management involving logistics, external interactions, scheduling and communications.

Responsibilities will include, but not be limited to, managing Presidents’s calendar, meeting planning, meeting minutes, executive scheduling, incoming/outgoing mail, tracking/reporting on outstanding action items, drafting communication/memos/emails on behalf of the President, accounting administrative support, intra-communications, governmental liaison etc. This position requires a candidate with savvy communication skills, very strong organizational skills and the ability to work in team environments while demonstrating an intuitive and analytical methodology to our obligations and commitments.

BASIC EMPLOYMENT REQUIREMENTS

-A candidate fulfills the following basic requirements:

- High School Diploma or equivalent.
- Valid Driver's License insurable under company's auto insurance policy
- Demonstrable prior experience in executive task-work, management and administration.
- Demonstrable proficiency in office-oriented software.
- Ability to self-direct and work independently.
- Ability to think critically and advocate towards continual improvement/progression.

PREFERRED EMPLOYMENT QUALIFICATIONS

-A preferred candidate offers (in addition to basic requirements):

- An Associate's/Bachelor's Degree in a Business Management related discipline OR six (4) years demonstrable experience as an Executive Assistant or Project Manager.
- Experience in executive task work, administrative processes, client communications, social media.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills.
- Strong background in communications with consumer, commercial and municipal entities.

DUTIES AND RESPONSIBILITIES

1. Research, management and execution of assigned internal business development projects.
2. Liaise with business, government and private individuals in support of obligations or commitments.
3. Attend all meetings and maintain presence with the President in all manners of communication.
4. Record meetings & communications, disseminate information or data as needed to management.
5. Maintain communications with clients during project execution.
6. Manage President's verbal, phone and email communications, schedule.
7. Manage daily minutiae, running interference and diverting resources to maintain operations as needed.
8. Provide Agency in supplement to President's activities.
9. Develop and post content on company social media accounts and website.
10. Attend meetings and provide Agency to company interests or obligations.
11. Take notes, organize and prepare material relating to executive obligations and commitments.
12. Seeks innovation without direction, playing a primary role in expansion and growth of the company.
13. All other duties as assigned.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and electronic communication skills, strong organizational and project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently as well as cooperatively with internal or external individuals, and an unbreakable commitment to confidentiality. Must be able to multi-task, proactively critique operations seeking constructive improvement opportunities and handle stressful workloads without losing perspective.

WORKING ENVIRONMENT

The working environment is mainly an office setting, requiring sitting or standing for prolonged periods of time. The employee will occasionally work in a remote office or in offices nearby while traveling to meetings or while present during projects with our clientele. Travel will be occasionally required for conferences or training. Employee must be able to lift up to twenty (20) lbs.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Eclipse Communications includes: signing a perpetual NDA (Non-Disclosure Agreement), successfully completing a 30-day introductory period, possessing a valid Driver’s License throughout employment, and being insurable under the company’s auto policy and business insurance policies throughout duration of employment.

Employee Acknowledgement and Acceptance: _____
Employee Name and Date