



## JOB DESCRIPTION

# Executive Assistant

**POSITION TITLE:** Executive Assistant

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The Executive Assistant is an integral member of the Senior Leadership Team, who proactively provides administrative and organizational support to the COO and his leadership team. The Executive Assistant leads organizational initiatives, works collaboratively by supporting various projects and reporting requirements, and collates, monitors, analyzes, and disseminates information to teams,

**REPORTING RELATIONSHIPS:**

- The Executive Assistant reports to the Chief Operations Officer.

**TEAM MEMBERSHIP:**

- Member of the Senior Leadership Team

**RESPONSIBILITIES:**

- Works with the COO to help move forward organizational goals and priorities.
- Works with the COO in the area of Human Resources.
- Helps the COO in the area of staff communications.
- Maintains the COO's appointment schedule by planning and scheduling meetings, conferences, and travel.
- Track COO's tasks and projects to ensure appropriate prioritization of projects with respect to deadlines and organizational developments.
- Provides information for COO and staff by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data.
- Compiling, distributing, and filing leadership reports.
- Provide special project leadership and support as needed.
- Perform any other relative duties as assigned.

- Welcoming guests by greeting them, in person or by telephone; answering or directing inquires.
- Relief in the Receptionist role as directed.
- Serve as a member of the Senior Leadership Team.

**General Responsibilities:**

- Full time: 40 hours/ week

**QUALIFICATIONS:**

- Has a relationship with Jesus Christ and who is growing in faith, character, and the knowledge of God.
- Ability to work on a team, relate, and work well with others.
- Knows and understands the needs of customers.
- Results oriented; works hard to provide exceptional service.
- Problem solving skills.
- Committed to integrity and trust.
- Possesses all skills required to be effective at the job.
- Good listening skills; able to hear others.
- Cool under pressure, adept at dealing with the unexpected
- Relates well to others and can build rapport across the organization.
- Organizational skills such as setting priorities, developing a work schedule, monitoring progress towards goals, and tracking details, data, information, etc.

**SALARY RANGE:** \$45,000 per year