**JOB DESCRIPTION**

| **Title** | EXECUTIVE ASSISTANT | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Executive Assistant** provides high level executive and operational support to the leadership team and staff by proactively and efficiently maintaining the general activities and flow of the workplace.

This position is a primary role within [Organization Name] as it is accountable for contributing to key initiatives and projects and confidentially interacting with staff, leadership, Board Members, partners, external contacts and officials, and the general public.

This position is responsible for executive functions within all areas of the organization. The Executive Assistant is a key position within the organization as it assimilates and acts on high volumes of information and requests, determines appropriate actions and represents the organization by providing excellent customer service. The contributions of this position are essential to the successful execution of our mission.

**Duties and Responsibilities**

Overall Responsibilities include, but are not limited to:

* Serve as the primary and first point of contact for all stakeholders, including executives, staff, customers, and any other third parties.
* Respond to phone calls, and convey messages and information to the appropriate party.
* Ensure that all our customers’ queries and concerns are handled diligently and with care.
* Draft, review and send communications on behalf of the CEO.
* Organize and schedule meetings for the CEO.
* Manage scheduling for company executives.
* Manage travel and accommodation arrangements.
* Track daily expenditures by preparing weekly, monthly, or quarterly financial statements.
* Responsible for confidential record retention and destruction.
* Act as the office manager by keeping track of office supplies, ordering additional supplies as required.
* Create memos, emails, presentations, and reports that are easy to read for both internal and external audiences.
* Take minutes at every meeting.
* Screen and direct phone calls and distribute correspondence.
* Maintain and organise the filing system at the workplace.
* Assist with the preparation of financial documentation.
* Plan and organize events or meetings.
* Duties may also include maintaining a social media presence.
* Additional related duties as assigned.

**Key Qualifications**

* Degree or diploma in public administration or a related field.
* Executive Assistant certification is considered an asset.
* A minimum of X years experience as an Administrative Assistant; previous experience supporting an executive team is preferred.
* Proficiency with Microsoft Office applications.
* Familiarity with office equipment and software (e.g. e-calendars and copy machines)

**Core Competencies**

* Strong organizational and planning skills.
* Excellent verbal and written communications skills.
* Ability to work well independently, as well as, in a team environment.
* Ability to prioritize a daily workload and multitask.
* Strong interpersonal skills.
* Ability to keep company information confidential.

**Working Conditions**

* This position is based in an office environment.
* Sitting for long periods.
* Exposure to a computer or laptop screen for (XX) percentage of time.
* The standard workweek for this position is [insert #] hours. The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is subjected to high pressure due to work volume, numerous competing demands, time sensitive schedules and goals.
* Formal COVID-19 precautions are in place for employees.