

## **Executive Secretary/Administrative Assistant**

### **SUMMARY:**

Acts as Executive Secretary to the President/CEO and performs the required tasks of the job. Assists the Executive Vice President as necessary and aids the Board Chairman and Board of Directors with administrative and secretarial matters. May act as the primary contact for all personnel and employee payroll matters.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- receives and routes incoming mail directed to the President/CEO, Executive Vice President and Board of Directors.
- arranges travel schedule and reservations for senior executives and elected/appointed volunteers.
- organizes the production and distribution of correspondence for senior managers and Board of Directors. Prepares routine correspondence for signature of appropriate executive or official.
- greets visitors, ascertains nature of business, and conducts visitor to appropriate person.
- serves as Personnel Administrator for the organization and is responsible for such functions as: conducting new employee orientation sessions, maintaining personnel records, payroll administration functions, etc.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)