



Position Description

Position Title: Executive Assistant

Reports to: President

Department: Executive

Status: Exempt

Position Summary:

The Executive Assistant (EA) to the President conserves the Executive's time and promotes the corporate image by representing the executive internally and externally; acting as the liaison between the executive, key executives, and employees. The EA provides administrative support for the executive through answering phones, managing emails and calendars, mailing letters and purchasing office supplies. The EA is also responsible for coordinating meetings, preparing reports and other confidential materials, managing expenses and training other support staff. The Executive Assistant may be authorized to make business office decisions in the occurrence that the executives are unavailable.

Essential Job Duties:

- Represents the executive by welcoming visitors, reviewing correspondence and taking action as authorized; arranging corporate functions; answering questions and meeting requests directed to the executive
- Completes projects and special assignments as needed
- Internal event planner (i.e. open houses, holiday luncheon, as needed)
- Arrange in-office hospitality as needed (meetings, special occasions)
- May document corporation's Annual meeting minutes, minute book and share holder issues, and ensuring proper execution of documents and other meeting notes as needed
- Liaison with building and represents company as floor captain; Manages and enforces use, readiness, and maintenance of headquarter office conference rooms and communal office areas; address or delegate general office complaints as appropriate
- Manages inventory and ordering of office and kitchen supplies
- Coordinates and manages executive's travel plans
- Actively manages the executive's calendar, sets appointments, blocks project planning time, makes calls, emails and other correspondence and proactively takes action where authority has been granted
- Prepares the executive's expense reports for approval and submission
- Conducts research and prepares reports as needed
- Supports the Executive who has oversight of Human Resources and Marketing for the organization

Supervisory Responsibilities:

- None

Financial Responsibilities:

- Compliance with all company accounting rules & procedures



Authority:

- None unless granted authority to do so

Qualifications:

- Minimum 5 years C-level administrative experience, preferably 2 years experience supporting an Executive and their areas of oversight
- Associate's degree or better, or equivalent experience
- Ability to maintain strict confidentiality
- Exceptional organizational skills
- Work requires an extensive knowledge of business and an excellent command of the English language
- Must have knowledge of standard office administrative procedures and operation of standard office equipment

Aptitudes/ Work Characteristics:

- Ability to learn new procedures quickly and efficiently
- Observant and detailed oriented
- Exceptional knowledge and use of vocabulary, both written and verbal
- Ability to identify and correct inconsistencies or errors
- Highly organized and plan-oriented; adept at prioritization and follow-up
- Strong ability to adapt with environmental and situational stress

Working Conditions:

- This position is based in the Philadelphia headquarter office
- If primary work environment is from a home office, appropriate work space within the home must be identified and approved by company management
- A significant part of the workday requires sitting at workstation, working on the computer

This position may require non-traditional work hours. This position does not require travel.

By Signing below, I acknowledge and accept the job expectations and requirements.

Employee Signature

Date

Approvals:

Human Resources: _____

Department Manager: _____

Implementation Date: _____