**JOB DESCRIPTION – Executive Assistant**

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| Position Title | Executive Assistant |
| Department | **Operations** |
| Reports To | **Executive Staff** |
| Exemption Status | **Non-exempt** |
| Primary Location | **Isaiah House** |
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**STATEMENT**

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| We are confident that you will find our organization a dynamic and rewarding place to work, and we look forward to a productive and successful association. We consider our staff to be our most valuable resource. It is our desire that Isaiah House, Inc. and all its entities be a 5-Star Organization. Employees must accept certain responsibilities, ownership, and give loyal and efficient service to the organization and its programs. Our employees exhibit a high degree of professionalism and personal integrity. |

**JOB DESCRIPTION**

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| * Must be professional and comfortable interacting with executive level leaders; must also be prepared to handle the complexity of coordinating travel, meetings and visitors at this level. * Manage meetings (scheduling, material preparation and distribution coordinating remote participants) * Manage calendars with ability to resolve multiple calendar conflicts * Handle confidential information professionally and discreetly * Act as administrative process guru and resource for the team * Schedule travel and manage expense reimbursement * Work is frequently completed without established procedures * Self - directed and works independently * May coordinate activities for other leaders * Provide internal and external customer service to employees, vendors and clients Required |

**QUALIFICATIONS**

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| * Must have an Associate’s Degree   + 2 years of experience supporting C-level executive staff members   + Proven experience delivering a high level of internal and external customer service   + Intermediate or higher level of proficiency in Microsoft Office suite:     - MS Word (create and edit correspondence),     - MS Excel (create, edit, and sort spreadsheets),     - MS Outlook (email and calendar management), and     - MS PowerPoint (create and edit slides)   + Beginner or higher level of proficiency with MS Visio (utilize for layouts, diagrams, and charts)   + Must have previous experience as a Public Speaker.   + Experience in the healthcare industry   + Experience creating and submitting expense reports   + Experience maintaining calendars and setting up meetings   + Experience making travel arrangements   + Ability to multi-task and handle high-level projects/assignments   + Excellent verbal and written communication skills   + Diligent attention to detail   + Looking for a go getter self-starter candidate |
| Job Type: Full-Time |
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**RESIGNATION NOTICE**

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| Any employee wishing to resign is required to furnish a written notice of such intention addressed to the employee’s immediate supervisor and the Human Resources Department. This position requires 90 days resignation notice. |

**ACKNOWLEDGMENT**

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| ***I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I acknowledge that I may be assigned further duties not listed herein.*** |

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**EMPLOYEE SIGNATURE DATE**

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**HUMAN RESOURCE SIGNATURE DATE**

**MANAGEMENT APPROVAL AND REVIEW**

| VERSION HISTORY | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| VERSION | REVISION DATE | APPROVED BY | APPROVED DATE | IMPLEMENTATION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| V1 | N/A |  |  |  |  |  |
| V2 | 6/18/19 |  |  |  | Job description added | Melissa Howard |
| V3 | 4/15/2019 |  |  |  | New Format | Erin Schaeffer, Compliance |