JOB DESCRIPTION

Position Title: Administrative Assistant, Executive Department

Department: Executive  FLSA Status: Non-Exempt

Reports to: Chief Operating Officer  Last Reviewed: July 2023

Supervises: N/A

BASIC FUNCTION

The Administrative Assistant will provide clerical support for busy executives including Chief Operating Officer, and VP of Practice and Learning. This role will perform a variety of administrative and clerical tasks including scheduling appointments, making travel arrangements, organizing monthly expense reports, assisting in the development of Board committee materials, planning and setting up meetings and other administrative duties as directed. Will represent the Association in a manner that supports ADCES’s mission and values, while ensuring that excellence, efficiency, accuracy, and a high level of professionalism is a top priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support senior staff with daily administrative tasks.
- Carry out clerical duties such as creating documents and presentations, copying/scanning, shipping, etc.
- Organize and schedule meetings and appointments and maintain calendar accordingly including individual travel calendars.
- Preparation, coordination, and setup of meetings and webinars that are scheduled both onsite and virtually.
- Prepare, submit and reconcile expense reports on a regular, monthly basis according to Accounting processes.
- Compose professional correspondence, written communications as requested.
- Handle travel arrangements and reservations.
- Assist with planning of special events and projects as assigned.
• Provide backup assistance with front desk duties when requested.
• Handle sensitive information in a confidential manner.
• Additional duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

• Excellent organization skills, with ability to prioritize and complete multiple assignments and projects in a timely manner.
• Ability to support a dynamic group of executives spanning various functional areas of the Association.
• Strong written and verbal communication skills required. Ability to interface with staff members of all levels in a professional manner, as well as with Association's external relationships.
• Must be detail and customer service oriented.
• Computer proficiency, with ability to learn new applications and systems.
• Ability to work both independently, and as member of a team required.
• Must be able to proofread one’s own work and ensure accuracy of work product.

EXPERIENCE/EDUCATION

• Minimum of 2 years previous experience working in a professional office environment required.
• Previous administrative support experience required, with ability to create professional documents and presentations for external distribution.
• Previous history demonstrating experience with customer service and administrative support required.
• High school diploma required; relevant college courses a plus.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Overnight travel may be requested.

WORKING CONDITIONS

The majority of work is performed in a general office environment where a hybrid work schedule is observed. Position may require occasional availability for extended hours, plus non-traditional hours to perform job duties. May also require occasional participation and attendance at organization sponsored events and/or meetings across the country. Flexibility to travel as requested.