

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

8

**Job Title:** Executive Assistant/Personal Assistant

**Status:** Full Time

**Reports to:** President & CEO

**Job Summary**

The key purpose of the Executive Assistance role is to ensure that the President & CEO remains proactive and aligned with the day to day schedule and workload. In Addition, the Executive Assistant may be assigned to support various duties, including additional executive staff support as needed. This position reports directly to the President & CEO.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

**Daily Business Support-**

* Calendar management for the President
* Organization of emails for the President
* Managing meetings/schedules and travel arrangements for the President to meet with partners/clients
* General office to include filing, faxing, copying, scanning
* Maintain hard copy filing system for the President
* Create documents, correspondence, reports and materials with minimal supervision for publications and presentations
* Setup accommodations and travel arrangements for company visitors
* Answering/fielding phone calls, and taking messages when needed
* Prepare and maintain Executive expense reports
* Create, transcribe and distribute meeting agendas and minutes
* Meet and greet clients and visitors arriving in the office
* Distribute mail daily/handle all packages entering and leaving office if Office Coordinator is unavailable
* Research, price, and purchase office supplies and furniture when needed in partnership with Office Coordinator

**Personal Assistance Support**

* Miscellaneous errands for the President
* Maintaining personal confidential information and assisting with personal confidential materials as needed
* Ordering/picking up breakfast/lunches as needed for the President/client meetings
* Cleaning up meals in the office
* Additional projects as assigned

**Job Skills & Qualifications**

* A Bachelor’s degree in Business Administration, Management or similar background
* 5-7 years of administrative experience supporting top executives
* Experience managing hectic calendars for executives
* Exceptional organization skills and the ability to multi-task
* Exceptional attention to detail, and able to work with discretion of confidential/sensitive material
* Excellent skills in Microsoft Office related programs such as Microsoft Word and PowerPoint
* Ability to prioritize tasks needed by President and other Executives
* Excellent written and verbal communication skills, must type 60 WPM

**Working Conditions**

* Ability to work full-time (8am – 5pm)
* Ability to communicate for critical requests for the President prior to or post the outlined working ours
* May be required to use personal vehicle for business requests or errands as needed (mileage will be reimbursed per IRS guidelines)

**Compensation**

* Salary Exempt role

**Direct Reports**

* No Direct Reports

**Physical Demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**