Position Title: Assistant to the President and CEO

Dept., BU / Section: Executive

Reports to: President and CEO

Summary:
The Assistant to the President and CEO will provide advance and diverse administrative and technical support of the President and CEO with limited supervision. Works closely with members of the Executive and Management team, Board members, and other external parties. Exercises judgment and discretion in all aspects of the position, with exposure to confidential and highly sensitive information; and is self-directed and deadline driven and flexible with a varying work schedule.

Key Responsibilities/Accountabilities:

1. Demonstrates leadership, teamwork, and organizational skills in performing diverse administrative services, using initiative and good judgment with a high degree of competency, independence and a broad knowledge of corporate operations and policy.

2. Builds and maintains positive and effective working relationships with Board members, Participants, the executive team, and other MEAG staff through effective channels of communication, and provides vital linkage between the President and business affiliates.

3. Provides priority time management by screening the President's calls; coordinates the daily work schedule; prioritizing and scheduling meetings; assigning and scheduling items needing action by the President; composing original correspondence for President's signature; and ensuring requests for action or information -are relayed to appropriate staff members and responded to in a timely manner.

4. Coordinates attendance and participation in various conferences, events, meetings and activities, including registration, flights, car rentals, hotels, etc.

5. Coordinates monthly Board meetings and special called Board meetings, including planning, scheduling, notifying, taking and distributing meeting minutes and ensuring practices are consistent with standards of corporate governance.

6. Represents the President and CEO and Executive team both inside the organization to employees and externally to the Board and Participants in a positive and effective manner.
7. Prepares reports and documents that may be very broad in nature requiring originality and ingenuity.

8. Provides assistance coordinating and carrying out various events with the Government and Corporate Affairs department.

9. Prepares specialized reports, budgets and special projects.

10. Ability to travel overnight 5-10% of the time.

11. Performs other duties as assigned.

Qualifications:

- Bachelor’s degree preferred or equivalent experience.
- 10+ years of related work experience with progressively increased administrative responsibility.
- Must possess excellent verbal and written communications skills.
- Excellent customer service and interpersonal skills.
- Demonstrates experience and familiarity with corporate governance compliance.
- Ability to work extended hours with little to no notice based on business necessities and as required by the President and CEO.
- Demonstrates high degree of professionalism, respect, integrity, confidentiality with all levels of internal and external partners.
- Demonstrates analytical skills and ability to handle complex administrative details and tasks.
- Demonstrates outstanding organizational skills and ability to manage multiple activities simultaneously.
- Demonstrates excellent mathematical skills.
- Demonstrated ability to type 60wpm.
- Excellent proofreading and computer skills with specific proficiency in Microsoft Office products and various computer software programs.
- Certified Professional Secretary (CPS) certification a plus.
- Prior experience working in a law firm a plus.

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.