Executive Assistant
Job Description

Exempt: No
Department: Administration
Reports To: Chief Executive Officer
Location: General Office
Date Prepared: September 27, 2016
Date Revised:

GENERAL DESCRIPTION OF POSITION
Perform a variety of responsible administrative and secretarial duties in support of the Chief Executive Officer’s responsibilities. Working under the direct supervision of the CEO this position provides all necessary organizational support and is responsible for a variety of other tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Read and route incoming mail and email. Locate and attach appropriate file to correspondence to be answered by employer. This duty is performed daily.

2. General office duties such as typing, bookkeeping, flow of correspondence, filing, requisition of supplies, faxing, etc. This duty is performed daily.

3. Maintain both routine and confidential files, correspondence and other records and control access to them. This duty is performed daily.

4. Answer telephone and give information to callers or route calls to appropriate staff and place outgoing calls. This duty is performed daily.

5. Schedule appointments for employer and assist with maintenance of his appointment book. This duty is performed daily.

6. Assist in arranging travel schedules and make travel arrangements for employer and employees as appropriate. This duty is performed irregularly.

7. Greet visitors, ascertain nature of business, and conduct visitors to CEO or appropriate person. This duty is performed daily.

8. Coordinate various meetings including the Board of Directors, staff, etc. Prepare agendas, materials and documents, etc. and contact individual attendees by phone, mail and/or email. This duty is performed monthly.

9. Perform miscellaneous tasks including making copies, processing outgoing mail, receiving and sending fax messages, obtain supplies, etc. This duty is performed daily.

10. Maintain and update electronic file database as needed. This duty is performed irregularly.
11. Maintain master calendars for the board room and conference room meetings. This duty is performed irregularly.

12. Provide meeting support as needed (e.g., scheduling meeting rooms, coordinating food, logistics). This duty is performed irregularly.

13. Responding to executive staff requests for administrative support as needed. This duty is performed irregularly.

14. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS
Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Must have a valid Arkansas Driver's License and be approved by Corporation's vehicle insurance provider for insurance coverage.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Intermediate: Contact Management, Word Processing/Typing
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Database, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND INGENUITY
SUPERVISION RECEIVED
Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND
Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES
No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY
Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT
Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT
None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT
Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT
Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS
Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES
The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

ADDITIONAL INFORMATION
Not indicated.