

Executive Assistant

Reports to Senior Principals

Market Title: Executive Assistant

Job Purpose

The Executive Assistant shall serve to extend and multiply the effectiveness of the senior principals in the areas of leadership, management, and business development/sales. The position requires careful discretion, confidentiality, poise, and proactive energy. The goal is to handle 80% of the principal's administrative work so the principals can focus on strategic work that generally has the broadest impact.

Essential Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Strive to anticipate principal action and be two steps ahead of logistical details
- Manage schedules and calendar appointments with all detail necessary, including addresses, routes, notes, and agendas
- Manage travel arrangements with strict attention to detail and preferences
- Manage email accounts and correspond on behalf of principal when requested and appropriate, using principal's communication style
- Prepare for and manage meetings, including agendas, speaking notes, meals, other logistics, taking and distribution of minutes
- Compose and format draft written correspondence
- Screen principal phone calls
- Proactively take initiative in handling administrative requests and inquiries
- Screen and process principal mail, correspondence, and deliveries
- Fill-out, process, and prepare all documents for principal signatures
- Be punctual and well organized in all activities
- Serve as a caring liaison between direct reports/employees and the principal while promoting positive morale and reinforcing the values and priorities of the principal
- Perform all other administrative tasks that increase principal productivity
- Continually seek to refine processes that improve principal productivity

Qualifications

The following qualifications are requirements of the position:

- Bachelor's Degree preferred, but high school diploma and a minimum of 5 years of executive administrative experience required
- Excellent interpersonal communication skills
- Excellent writing, composition, and document formatting skills

- Proficiency with Microsoft Word, Outlook, and Excel
- Experience in the engineering industry preferred
- Ability to confidently multitask
- Ability to manage conflicting priorities
- Experience in arranging meetings and coordinating multiple calendars effectively
- Ability to work independently as well as with a team
- Exceptional organizational skills

Continuing Education

Read two books on the topic of leadership or management per year

Working Conditions

Daytime business hours in-office with limited flexibility.

Physical Requirements

None

Direct Reports

None

Last Update: May 2022