**EXECUTIVE ASSISTANT**

**QUALIFICATIONS**

* High energy level and friendly
* Must have the ability to communicate and work well with others
* Must be detail oriented
* Proficient at managing multiple efforts simultaneously
* Excellent documentation and organizational capabilities
* Basic business and accounting skills
* Proficient in Microsoft Office and Excel
* Handles confidential information discreetly
* One or two years related experience and/or training; or a combination of education and experience.

**DESCRIPTION OF DUTIES**

* Oversee office area (daily)
  + Visitor sign-in
  + Answering 8-line telephone
  + Purchasing office supplies
  + Maintain office equipment
  + Facilitates office mailings
* Human Resources Support
  + Manage applications and interviewing process
  + Oversee new employee offer letters, background checks, drug screening
  + Assist with new employee benefits applications
  + Plan and facilitate employee outings.
  + Track key indicators
* Maintain website
* Assemble materials and assist with planning for Board of Directors meetings
* Other duties as assigned

**REPORTING TO THIS POSITION**: None

**POSITION REPORTS TO:** President & CEO

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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.

* *Physical Demands:* While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear.  The employee must lift and/or move up to 20 lbs.  The physical ability to use the telephone.  Specific vision abilities require the use of personal computer by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.  Ability to have oral expression, oral comprehension, written expression, written comprehension.
* *Work Environment:*  While performing the duties of this job, the employee is not exposed to weather conditions prevalent at the time.  The noise level in the work environment is low.