Executive Assistant to President/CEO
JOB DESCRIPTION

Reports To: President/CEO
FLSA Classification: Full-Time, Exempt
Department: Administration
Location: VSEDC Headquarters, Hybrid

Summary/Objective
The Executive Assistant to the President/CEO position is responsible for providing executive support services. Solely responsible for managing calendar scheduling and coordinating executive-related activities and functions. Responsible for arranging meetings, Board meetings, and other agency-led meetings.

Essential Functions

1. Responsible for managing the calendar and scheduling of the President/CEO meetings, both internally and externally, and maintaining a professional image for VSEDC.
2. Prepare minutes for the Board of Directors quarterly and committee meetings, and distributes them timely to members of the Board.
3. Schedule Zoom meetings for the President/CEO.
4. Supervise and coordinate program assistant activities for the VSEDC.
5. Maintain organized filing of documents for the President/CEO.
6. Maintain credit card receipts of President/CEO for reconciliation with the Finance department.
7. Procure purchases of office supplies and furniture, office equipment, etc., for the President/CEO and entire staff in accordance with VSEDC’s purchasing policies and budgetary restrictions.
8. Participate as needed in special department projects.
9. Gather statistical data, analyze and prepare program reports for funding agencies.
10. Other tasks as assigned by the President/CEO.

Competencies

1. Initiative
2. Leadership
3. Time Management
4. Decision Making
5. Communication Proficiency
6. Organization Skills
7. Project Management

Supervisory Responsibility
This position manages the administrative support staff including approval of timesheets, request for leave, and annual performance evaluation.

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work
This is a full-time exempt position and not eligible for overtime. Position and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel
No out of town travel is expected for this position.

Required Education and Experience
1. High School graduate or equivalent; and college preferred.
2. At least 5 years of previous experience as Executive Assistant and office management.
3. Working knowledge of mail processes such as postage machines, FedEx, and PS.
4. Experience in a fast-paced environment.
5. Bi-lingual in Spanish is preferred but not required.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures
I acknowledge that the above job description is an outline of what is expected of me and it is not all-inclusive. Management has the right to change, alter or add additional projects, duties, and/or tasks according to the needs of the organization with or without official updating.

Employee Acknowledgement______________________________ Date: ____________

Supervisor Acknowledgement____________________________ Date: ____________