**Executive Assistant job description**

**Job brief**

The Executive Assistant will be responsible for handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. The Executive Assistant will interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. Expert level written and verbal communication skills, strong decision making ability and attention to detail are important in this position

**Responsibilities**

* Provides wide range of complex office administration and support to the highest ranking manager/faculty member of a school-wide or University wide department.
* Serves as principal administrative contact and liaison with all University constituents and external contacts, typically including government and media agencies.
* Develops, implements and administers departmental office systems and procedures. Establishes office procedures, policies and operations. Interprets and communicates policies and processes.
* Monitors budget including tracking expenditures and providing reports. May prepare spreadsheets for budgets, grants or contracts, including tracking and maintaining expenditures and reconciling accounts; uses budget tool. Prepares financial reports using on-line financial systems, or oversees and directs the work of an associate preparing the reports. May serve as approver for financial transactions representing the department.
* May maintain personnel records. May assist with interviewing for faculty or staff assistant positions.
* Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyzes information required for administrative reporting.
* Provides wide ranges of support including: keyboarding, composing and editing letters, memoranda, reports, lecture/course materials, presentations, cases. Prepares copy for publication or submission of grant proposals and/or reports.
* Uses multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications. Uses Internet, may include web maintenance and design.
* Serves as principal contact and source of information for customers of the department, including faculty, students, staff and external customers.
* Manages complex calendars, arranges for meetings, appointments and travel arrangements.
* Coordinates events, including conferences, seminars, and colloquia.
* Purchases and maintains inventory of supplies for office or lab.
* Performs library/research work and summarizes findings.
* Creates and maintains filing system(s).
* Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination.
* May assist in training, scheduling, and distributing work of students, casuals, or temporary staff.
* May coordinate faculty recruitment and/or promotion processes.
* May be responsible for obtaining permissions and copyright registration.
* Contributes to unit effort by accomplishing related duties as required.

**Requirements**

* Minimum 3 - 5 years of experience supporting administration at the executive level required
* An Associate Degree, or higher, in business administration, administrative assistant, or related field preferred
* Excellent computer skills. Proficiency in MS Windows and Office (Word, Excel, PowerPoint, Publisher, and Outlook).
* Knowledge of administrative services.
* Strong organizational and interpersonal skills.
* Ability to determine appropriate course of action in more complex situations.
* Ability to work independently, exercise creativity, attentive to detail, and maintain a positive attitude.
* Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
* Ability to maintain confidentiality of all medical, financial, and other information.
* Ability to complete work assignments accurately and in a timely manner.
* Ability to communicate effectively, both orally and in writing.
* Ability to handle difficult situations involving customers, physicians, or others in a professional manner.