



Executive Assistant

Position Summary

The Executive Assistant is responsible for supporting the executive management team and office operations.

Core Competencies

The ideal candidate will have prior administrative experience with assertive personality, strong organization, problem solving and writing skills. The candidate will also possess a passion for efficiency and willingness to take on tasks never done before.

Critical Responsibilities

Executive Management Support

- Manage executive team calendars. Coordinate meetings, conference calls and travel arrangements, both internally and externally. Maintain strong relationships with key contacts and/or their assistants.
- Create daily scheduling/briefing binder for President. Anticipate any background information and research needs for meetings.
- Serve as President's direct assistant, keeping her on schedule throughout the day and helping with one-off tasks as needed.
- Review and prioritize incoming communication and take appropriate action without advance approval.
- Interact with high level contacts and sensitive information with upmost tact, diplomacy and confidentiality.
- Prepare correspondence, memos, presentations and reports in a timely manner using a variety of software.
- Assist with research for internal projects and new business opportunities.
- Assist in managing office finances.

Office Operations

- Keep the office organized, clean and neat.
- Perform general clerical duties.
- Check PO Box and office mailbox. Distribute mail accordingly.
- Answer phones and transfer to appropriate team member or record necessary voicemails.
- Monitor and maintain office supplies inventory.
- Maintain updated account information and costs for various subscriptions and software.
- Coordinate and communicate with vendors and business service providers.
- Maintain contact database.
- Assist Operations Director with human resources and IT tasks.
- Manage the intern program including recruitment, hiring, workload and performance.

Intern Coordinator

- Recruit interns for each upcoming semester in a timely manner.
- Prepare an intern schedule and all work stations prior to start date.
- Train and orient all new interns to familiarize them with the company and team's work habits.
- Coordinate with all team members to delegate work appropriately and select supervisors.



- Manage all interns under respective supervisors.
- Conduct mid-semester and end of semester evaluations to communicate each intern's progress.
- Complete all necessary paperwork for class credit approval.

Minimum Qualifications

- Relevant professional administrative support experience.
- Ability to build trust and rapport with clients and the public.
- Strong work ethic with high standard for work product and key attention to detail.
- Outstanding organizational skills and confidence in structural management.
- Excellent interpersonal skills with high professionalism.
- Strong writing and verbal communication skills.
- Detail oriented with high level of accuracy.
- Ability to manage multiple projects simultaneously.
- Ability to organize, prioritize and thrive in a stressful environment.
- Flexible to changing priorities and shifting schedules.
- Ability to work independently and manage up to supervisor.
- Ability to turn constructive criticism into best practices for future use.
- Willingness to work until the job is done and high threshold for demanding situations.
- Proficient using the latest versions of Microsoft Outlook, Office, Web Browsers.

Compensation

A competitive compensation package will be offered to the right candidate including insurance benefits, a retirement plan and a personal leave allowance. Compensation will be determined by applicant's relevant qualifications.

Apply

Please submit a cover letter, resume, references and salary requirements to anna@jhlcompany.com with "Executive Assistant" as the subject line.