



JOB DESCRIPTION

JOB TITLE: SENIOR EXECUTIVE ASSISTANT
DEPARTMENT: EXECUTIVE
REPORT TO: PRESIDENT & CEO
WAGE CATEGORY: EXEMPT

JOB STATEMENT:

The Senior Executive Assistant, working for the President & CEO, has full responsibility for the needs of the Chamber's Board of Trustees including the Executive Committee. Also serves as liaison between the President and Chamber's members, board members, committee and council members, sponsors, community leaders, government officials and other stakeholders. Responsible for working closely and collaboratively with the Executive Team, as directed by the President, to provide assistance and make sure that the scope and direction of projects are delineated, work plans are tracked, and progressing on schedule.

ESSENTIAL FUNCTIONS / OBJECTIVES:

- Responsible for executing duties assigned by President in connection with the administration of the executive office and to meet the objectives of the above job statement
- Interfaces with Executive Team and staff to coordinate advance communications & logistical planning for events, executive meetings, Board of Trustees meetings, and Executive Committee meetings
- Working with the President and Executive Team, creates and refines solutions and procedures to include SOP's, timelines, and checklists for continuous improvement
- Coordinates and facilitates weekly meetings including managing Entrepreneurial Operating System (EOS) as internal implementer to review department and organizational goals with participating department heads.
- Ensures scripts/talking points or any other relevant materials have been provided to the President in sufficient time prior to event or meeting
- Prepares board and committee agendas
- Responsible for taking and transcribing minutes for Executive Committee, Board of Trustee, and other standing and ad hoc committees (to include Retirement Plans and Association Health Plan), related to the Board and President's office
- Anticipation and preparation of materials needed for meetings, conferences, etc. which may include meeting notification, preparation of materials and set-up of meeting rooms
- Effective management of President's calendar including coordination/scheduling of appointments and meetings
- Composing correspondence and other documents
- Budget preparation and expense control in connection with the executive office
- Maintaining divisional files, records, correspondence, rosters, databases as they relate to the executive office
- Handle incoming traffic, calls, mail, etc. into the executive office as well as travel and expense reporting
- Order office and/or meeting supplies as needed
- Actively support and participate in Chamber events and functions as needed
- Assist Government Affairs department with the event planning of the annual Washington, D.C. Fly-in to include planning of the spouse track
- Other duties as required/assigned

JOB SPECIFICATIONS:

- Full-time position with ability to work flexible hours, as needed for early morning and evening meetings and functions
- Professional appearance and demeanor representing the Chamber and the President/CEO
- Attends to detail, employing collaborative skills for Executive Team inclusion and results
- Excellent grammar, verbal, and written communication skills
- Capable of maintaining sensitive/confidential information
- Self-starter with ability to work in a fast-paced office environment
- Excellent customer service skills
- Strong demonstrated administrative assistant experience at executive level
- Ability to organize and manage several priorities simultaneously
- Advanced level capabilities in Word (including mail merge) and Excel. Minimum keyboard skills at 50 wpm
- Excellent time management skills. Proven history of project/event time-line completion
- Possesses solid analytical skills to be able to solve problems, analyze data and make good decisions