



## Executive Assistant to Company President

Reporting to the President and CEO, the Executive Assistant will support a busy day to day schedule. The Executive Assistant is responsible for performing a broad range of administrative and professional duties in support of the President. This role requires the use of the individual's high level of experience to manage a busy travel schedule as well as the ability to hold oneself accountable, so the President can be more effective and focused on delivering results.

### Primary Responsibilities

- Provide exemplary administrative support to the company President while taking initiative to anticipate the needs to stay one step ahead.
- Plan and coordinate conference and event attendance for President and staff including reservations, agendas, itineraries, registrations, marketing materials, directions, vendor/ exhibitor information, and any other travel related task.
- Manage an extremely active calendar by scheduling and maintaining all appointments on Outlook calendar, including handling any travel, logistical arrangements, and meeting materials. Anticipates scheduling conflicts before problems arise and independently resolves.
- Review and process President's travel expense reports and work closely with the Finance Department to complete monthly expenses and client billing.
- Prepare weekly planner of personal tasks for the President and review tasks daily, continuously keeping the President aware of changes and updates.
- Provides effective communication between President, Senior Leadership, and other staff; by establishing credibility, trust, and support with staff.
- Answer and screen calls for the President and communicate messages timely and accurately.
- Review and distribute mail and office documents, in a manner as to ensure that important documents receive priority attention.
- Serve as a back up to other Administrative staff when needed.
- Multi-task and manage many projects at once with efficiency and accuracy.
- Develop an understanding of the business operations, policies, and procedures and stay up to date with professional development programs offered by the company.

### Qualifications

- More than five years providing top notch support to President or CEO.
- Excellent attention to detail with solid communication (both verbal and written) skills.
- Solid understanding of all aspects of an Executive Assistant role – administrative, planning, prioritizing, tracking, communicating, and project support.
- Strong organization skills with the ability to multi-task
- Possess the ability to work in a fast paced, fluid work environment with tact and diplomacy.
- Expert in Word, Excel, PowerPoint, and Outlook

Competitive salary and benefit package including company-paid medical, dental, and vision insurance, 401K, short and long-term disability insurance, life insurance, Flexible Spending Account Plan, a generous annual PTO benefit, company-paid parking, and professional development. To be considered, e-mail resume and salary requirements to [hr@stateandfed.com](mailto:hr@stateandfed.com).