



JOB TITLE: Executive Administrative Assistant

POSITION OBJECTIVE:

The Executive Administrative Assistant will oversee special projects and research for senior management, follow-through on projects to successful completion, maintain client files, and manage office supply inventory. This person will also assist with clerical tasks including drafting correspondence, document management, marketing and sales support, project management and coordination, event planning, and light bookkeeping. The Administrative Assistant will report to the Director of HR. This role is full-time, non-exempt.

PRIMARY FUNCTIONS:

1. Provide communication support and act as a liaison between the Executive Director, Board of Trustees, and senior management team to ensure efficient operations.
2. Organize and schedule meetings and appointments, create meeting agendas, coordinate meetings via zoom.
3. Assist in the preparation of regularly scheduled reports
4. Maintain client filing system
5. Prepare the Executive Director's travel arrangements and expense reports.
6. Efficiently manage tasks for multiple programs
7. Maintain office supplies and place orders to ensure office/kitchen are properly stocked.
8. Drive to and/or work from different locations, as needed.
9. Prepare Board of Trustee meetings, create meeting agendas, coordinate, and present shared documents during meetings.
10. Work closely with Executive Director to prepare travel arrangements and prepare expense reports
11. Arrange conference travel for all staff including: sourcing multiple bids, confirming conference attendees, completing staff registrations, booking airlines/hotels
12. Oversee special project and research for senior management, follow-through on projects to successful completion, often with deadline pressures.
13. Maintain Organization Chart and other company visual presentations.
14. Additional duties, as assigned

MINIMUM REQUIREMENTS:

Bachelor's Degree or Associates Degree and a minimum of 2 years related experience
Workforce or job development experience a plus.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate compassion and empathy for clients
Willingness to support HTA team
Must possess excellent writing, grammar and proofreading skills
Computer literate – Word, Excel, Outlook and able to work on a database

Experience with Salesforce, a plus
Excellent communication skills are required, both verbal and written
Detail-oriented
Ability to multi-task
Committed to advancing HTA's goals and objectives.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. Duties, responsibilities and activities may change at any time with or without notice.