

## **EXECUTIVE ASSISTANT to EXECUTIVE DIRECTOR**

### **ESSENTIAL DUTIES:**

Include the following. Other duties may be assigned.

- Receive and screen telephone calls and visitors and provide routine information regarding events, operations, policies, and procedures.
- Make travel arrangements and maintain calendar of appointments for the Executive Director.
- Draft letters and other correspondence in a timely, accurate manner. Compose routine correspondence not requiring supervisor's attention.
- Research and prepare information for comprehensive reports. Assist in the drafting, proofreading and processing of these reports and related documents.
- Plan conferences and meetings.
- Remain informed of company policies and procedures; answering related internal and external questions within authority.
- Work extended and/or irregular hours including nights, weekends and holidays, as needed.

### **SKILLS REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function.

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Work independently, exercising judgment and initiative. Work effectively under pressure and/or stringent schedule and produce accurate results.
- Self-motivated and strong work ethic.
- Maintain an effective working relationship with staff, Board members, clients, employees, patrons and others encountered in the course of employment.
- Operate a personal computer using Windows, Word, Excel, Office and other standard office equipment.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exceptional written and verbal communication and computer skills.
- Organize and prioritize work to meet deadlines.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Remain flexible and adjust to situations as they occur. Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work in a fast-paced environment.
- Pleasant and helpful telephone demeanor when assisting guests, exhibitors, clients and staff.
- Work extended and/or irregular hours including nights, weekends and holidays, as needed.

### **EDUCATION AND/OR EXPERIENCE**

**Two (2) years of college level business training** and a **minimum of four (4) years' experience** in a clerical or secretarial positions; or an equivalent combination of education and experience. Previous administrative experience required.

### **TO APPLY:**

This position offers a competitive salary and benefits package. Resumes ***MUST INCLUDE*** salary requirements for consideration and may be sent to:

**Debra Smith, Director of Finance and Administration:** [DSmith@NRGPark.com](mailto:DSmith@NRGPark.com), 832-667-1417