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Reports to: Sr. HR Manager

Department: HR

Classification: Exempt

Last Updated: June 4, 2021

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### Job Summary:

The Executive Assistant's primary responsibility is to support the Chairman/CEO in both corporate and personal matters. This role manages mostly business-related tasks, such as email, voice mail, calendar, and dictation, but will include assisting with personal tasks for the Chairman/CEO, his wife, and sometimes other family members and friends. This would include things like travel arrangements, medical appointments, car and boat tabs, etc.

Secondary responsibility is to support the Leadership team as a whole by organizing, facilitating, and documenting weekly team meetings, annual strategic planning meetings, and Board meetings. There may be other activities or projects that require input or support.

### Essential Functions:

- Corporate and Personal Assistant to CEO/Chairman
  - Perform a wide variety of administrative tasks including but not limited to managing an extremely active calendar, composing and preparing correspondence that is often confidential, and arranging detailed travel plans for CEO and family members.
  - Research, prioritize, and follow up on incoming issues and concerns.
  - Monitor trade publications, domestic and international, and bring pertinent articles to CEO's attention
- Secretary to Board of Directors
  - Schedule meetings; distribute agendas and meeting materials.
  - Attend meetings, take and distribute meeting notes to all Board members.
  - Maintain required forms and background information on all Board members.
  - Oversee onboarding of new Board members.
- Executive Administrator for Director Team
  - Maintain weekly meeting topics calendar; schedule meetings and arrange for lunch.
  - Coordinate annual strategic planning meetings; secure facility, organize materials, attend meetings, take and distribute meeting notes.
  - Facilitate creation and reviews of Annual Operating Plan.

### Job Qualifications:

- Manage sensitive or confidential information with restraint and tact.
- Flexibility; must be able to multi-task and adjust quickly to shifting priorities to handle matters expeditiously and proactively.
- Work independently with minimal supervision.
- Advanced computer skills, MS Office Suite in particular
- Excellent interpersonal skills; expert level written and verbal communication skills.
- Strong organizational skills.