

JOB OPENING

Job Title: EXECUTIVE ASSISTANT
Department: Operations
Reports To: Chief Operating Officer
Location: Bridgeport, CT

SUMMARY

Serves as administrative support to the Executive Management Team by performing duties such as typing, filing, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Independent judgement is required to plan, prioritize and organize a diverse workload.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Schedule and organize complex activities such as meetings, travel conferences and department activities.
2. Perform desktop publishing, create and develop presentations.
3. Organizes and prioritizes large volumes of information and calls.
4. Sorts and distributes mail. Drafts written responses or replies by phone or email when necessity.
5. Answers phones, takes messages or fields/answers routine or non-routine questions.
6. Acts as a liaison with other departments and outside agencies, including board of directors. Handles confidential information and explains policies when necessary.
7. Works independently and within a team on special projects, which may include: planning and coordinating multiple presentations, disseminating information, and/or coordinating direct mailings.
8. Types and designs general correspondences, memos, charts, tables, grafts, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not normally required to direct or supervise other personnel, but may occasionally instruct or show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand more advance computer skills and be proficient in the intermediate knowledge of software such as Microsoft Word and Excel.

OTHER SKILLS AND ABILITIES

N/A

To apply:

Submit Cover Letter and Resume to:

Donna DeMattia, Manager, Human Resources

ddemattia@workplace.org