

JOB DESCRIPTION

Job Title:	Executive Assistant	Reports to:	Executive Director
Department:	Administration	FLSA Status:	Hourly/Non-Exempt
Travel Required:	No	FLSA Classification:	Administrative
Corporate Location:	1906 Castroville Road San Antonio, Texas 78237	Hours:	Monday through Friday As assigned
Supervisory Duties:	No	Overtime and Weekends:	As required
Direct Reports:	No	Telecommuting:	Limited
Salary Range	\$30,000 - \$35,000		

NOTE: This job description represents a summary of the typical functions of the job and is not considered to be an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined specifically in the job description; other duties, as assigned, will become part of the job.

It is the policy of the company to provide equal employment opportunity to all employees and applicants for employment and not to engage in discrimination against or harassment of any persons employed or seeking employment on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994) as well as state military and naval service. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

Position Summary

The **Executive Assistant** performs administrative duties to assist executive management, such as managing calendars, organizing files; making travel, meeting and event arrangements. This position will attend and organize meetings; takes detailed meeting minutes and notes, follows up on action items and prepares reports and financial data.

Responsibilities

- ✓ Primarily responsible for organizing, planning, overseeing the daily activities of the executive director to ensure smooth transition between, during, and after appointments
- ✓ Coordinates and organizes and schedules virtual and other meetings; lunches and other appointments for the executive director; avoids conflicts and makes recommendations for adjustments; communicates schedules to appropriate person(s); creates and distributes itineraries; provides information and assistance to visitors
- ✓ Coordinates virtual meetings using appropriate platforms as required
- ✓ Replies to emails, telephone calls, or in-person enquiries; writes accurate correspondence on behalf of leadership
- ✓ Produces and distributes correspondence memos, letters, faxes and forms; photocopies and prints documents
- ✓ Establishes and maintains company files, key contact, distribution and other lists using spreadsheets or other programs; inputs and updates mailing lists and data
- ✓ Conducts extensive research; accurately uses research to create presentations, correspondence, and other initiatives on behalf of the executive director; edits correspondence, documents, presentations and other initiatives for executive director
- ✓ Participates in marketing functions including direct mail and other marketing campaigns
- ✓ Develops, maintains, and delivers reports; documentation, and presentations
- ✓ Procures, maintains, and monitors supplies by checking stock to determine appropriate inventory level; anticipates needed supplies; placing and expediting orders for supplies; verifies receipt of supplies; reconciles statements, enters/approves invoices for payment in accounting program

- ✓ Coordinates and books travel arrangements (flights, rental cars, hotels, etc.) as appropriate; books conference calls, rooms, taxis, couriers, hotels etc. for the executive director
- ✓ Assists peers with special projects
- ✓ Accurately completes and assists with multiple projects as assigned
- ✓ Takes accurate meeting minutes; distributes meeting minutes to attendees in a timely manner
- ✓ Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- ✓ Accounts payable; invoicing; researches and resolves invoice/payable disputes, enters data into accounting system
- ✓ May submit and reconcile expense reports; generates reports as requested; assists in the preparation of regularly scheduled reports
- ✓ Provides information by answering questions and requests in a friendly and professional manner; distributes accurate messages
- ✓ Resolves administrative challenges; communicates solutions and makes recommendations for changes
- ✓ Adheres to and assists with recordkeeping requirements
- ✓ Handles sensitive information in a confidential manner
- ✓ Maintains and updates program documentation
- ✓ Organizes all information received by Madonna Center
- ✓ Continues development of personal and professional skills and establishes and participates in industry and other professional networks to ensure awareness of regulatory and other trends that may affect the business or direction of the company's initiatives, policies and programs
- ✓ All other projects and duties that promote the successful execution and/or completion of various projects whether or not specifically assigned

Required Knowledge, Skills and Abilities

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.

- 3+ Years' experience in an executive administrative role; organizing calendars and travel itineraries
- Knowledge of expense reports; bookkeeping
- Superior typing and proofreading skills required
- Strong time management, organization and communication skills; extremely detail-oriented
- Solid judgment, foresight, problem-solving, analytical and business acumen skills; strong attention to details
- Able to multitask effectively
- Self-motivated with the ability to work as a team member on a broad variety of projects
- Ability to work extended hours and various work schedules as needed including overtime and weekends
- Ability to speak, write, and follow instructions and read the English language
- Read, write, and speak Spanish preferred
- Ability to demonstrate moral character, honesty, tact, fairness, patience, lack of prejudice and desire to help when dealing with people of varying social, cultural and economic backgrounds; creates and promotes a harmonious work environment
- Ability to perform in a professional appearance and manner
- Able to establish and maintain healthy working relationships with people
- Advanced knowledge of Microsoft Office Suite including Outlook, PowerPoint, Word; (advanced knowledge of Excel and accounting software (QuickBooks preferred)
- Ability to create tables, graphs, and forms

Education, Certificates, Licenses, Registrations:

- ✓ Bachelor's Degree in Business Administration or related field
- ✓ Valid Texas Driver's License
- ✓ Clean driving, drug screen and background records at all times

Physical Requirements

PHYSICAL EFFORT	ESSENTIAL Y/N?	DESCRIPTION OF EFFORT (Daily, Weekly, Monthly)	% of Time Performing Task			
			Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%

Hand Movement						
Repetitive Motions	Y	Daily				X
Grasping	Y	Daily				X
Holding	Y	Daily				X
Finger Dexterity	Y	Daily				X
Reading	Y	Daily				X
Writing	Y	Daily				X
Eye-hand coordination	N	Monthly	X			
Vision						
Color Distinction	N	Monthly	X			
Measuring/Assembling at a distance close to eye	N	Monthly	X			
Visual inspection	Y	Daily				X
Preparing/Analyzing figures	Y	Daily			X	
Skilled Trades / Service Trades	N/A	N/A				
Hearing	Y	Daily				X
Talking	Y	Daily				X
Standing	N	Daily				X
Sitting	Y	Daily				X
Walking	N	Daily				X
Lifting						
0- 30 lbs.	Y	Weekly				X
30-60 lbs.	N	Monthly		X		
60-90 lbs.	N	N/A	X			
90 plus lbs.	N	N/A	X			
Pushing/Pulling	N	Daily				X
Climbing/Heights						
Stairs	N	Monthly	X			
Ladders	N/A	N/A				
Trees	N/A	N/A				
Step Stools	N	Monthly	X			
Scaffolds	N/A	N/A				
Bending	Y	Daily				X
Squatting	N	Monthly		X		
Crawling	N	Monthly		X		
Reaching	Y	Daily				X

PHYSICAL EFFORT	ESSENTIAL Y/N?	DESCRIPTION OF EFFORT (Daily, Weekly, Monthly)	% of Time Performing Task			
			Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Air Vent	N/A	N/A				
Roof	N/A	N/A				
Equipment/Machines	Y	Weekly		X		
Driving						
Car/Truck	N	Weekly			X	
Standard/Automatic	N	N/A				
Mower/Forklift	N/A	N/A				
Location	N	Daily				X
Night/Dark	Y	Daily				X
Extreme Noises	N	N/A				
Extreme temperatures						
Inside	N	Daily			X	
Outside	Y	Monthly		X		
Ventilation Conditions						
Dust	N	Daily				X
Fumes	N	Monthly	X			
Chemicals	N/A	N/A				
Gases	N/A	N/A				
Hazardous Conditions						
Chemical Spills	N/A	N/A				
Gas Leaks	N/A	N/A				
Infectious Bacteria	N/A	N/A				
Acidic Harsh or Oily	N/A	N/A				
Use of Respirator	N/A	N/A				
Electrical Hazards	N	Daily		X		
Overtime	Y	Weekly		X		
Remote Work	N	Rarely	X			

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Description Limitations and Disclaimer (Employer Copy)

The duties listed above ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may or may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Continued employment requires each employee to participate fully and professionally in each task required for the success of the company.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Name (Print)

Title

Employee's Signature and Acknowledgment

Date

Manager's Name

Title

Manager's Signature

Date

Job Description Limitations and Disclaimer (Employee Copy)

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