POSITION DESCRIPTION

TITLE: Executive Administrator

REPORTS TO: Chief Executive Officer

FLSA STATUS: Full-time, Non-exempt Salary

PERSONAL QUALIFICATIONS & REQUIREMENTS:

- Motivated, friendly and welcoming
- Responsible and intuitive
- Enthusiastic and organized
- Helpful, positive attitude and team oriented
- Detail Oriented
- Resourceful
- Ability to multi-task
- A general knowledge of the region, businesses and area events

JOB DESCRIPTION:

Job Duties:

- Organize and coordinate Executive staff functions, activities and key projects
- Assist all Executive staff with internal communication
- Assist with arranging meetings/conferences/schedules appointments and performs other duties related to all Executives schedules
- Engages in a variety of contacts outside the office in order to obtain or relay information and arrange meetings
- Maintain Board of Directors roster and files
- Onboard new board members, monitor term lengths and support Executives in researching and recruiting new board members
- Assist in the preparation and assembly of meeting materials and communicate meeting information to the TraverseCONNECT Board, Chamber Board, Venture North Board, Chamber Executive Committee, and all standing committees and task forces
- Assist all Executive staff with preparing and follow up for meetings
- Assist in the preparation of documents, presentation materials and any other related materials as needed
- Compose and distribute correspondence
- Work with and coordinate cross-collaboration teams
- Improve and continuously review internal processes in order to increase overall efficiency of organization
- Handles confidential information with a high degree of professionalism
- Maintain list of funders
- Assist with support team requests and special projects
- Provide administrative support for events when needed
- Organize, maintain, and manage efficient file systems
- Other duties as assigned

Experience & Education:

- High school diploma or equivalent. Post-secondary education or training in business related field preferred

- Has experience with Microsoft Outlook and basic knowledge of Word, Excel and Power Point
- Expert time management
- Ability to forecast needs and set priorities
- Strong attention to detail and organization skills
- Excellent written and verbal communication skills
- Self-motivated with the ability to work independently
- Be able to keep up with fast-pace environment

Benefits:

- Competitive salary
- 401K Retirement
- Group health and dental insurance
- Aflac supplemental insurance
- Life and AD&D insurance
- PTO
- Employee Assistance Program

Please send cover letter and resume to jobsearch@traverseconnect.org by April 24, 2019.