

Executive Administrative Assistant

Walnut Hills High School Alumni Foundation

We are looking for a competent Executive Administrative Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to the Foundation's working life and communication.

This is a full-time, year-round position.

Responsibilities

- Act as the point of contact between the Executive Director, the Alumni Board of Trustees, alumni, faculty and other outside contacts
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Handle requests and queries appropriately
- Maintain calendar, arrange meetings and appointments and provide reminders
- Make travel arrangements
- Take minutes at Board of Trustee meetings and accurately enter data
- Produce reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system
- Coordinate volunteer programs (Junior Achievement, Chalk Drawings, etc)
- Design and coordinate summer programs and brochures
- Assist with other office events

Requirements

- Proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office, Excel and Publisher
- Proficiency in English
- Exemplary planning and time management skills
- Up-to-date with advancements in office gadgets and applications
- Ability to multitask and prioritize daily workload
- High level verbal and written communications skills
- Discretion and confidentiality
- Bachelor degree; additional qualification as personal assistant would be considered an advantage