



Job title: Executive Assistant
Reports to: Chief Executive Officer (CEO)
FLSA Status: Hourly, Non-Exempt
Employment Status: Full-time regular
Oversees/Manages: N/A

Summary of Responsibilities

The Executive Assistant is a key member of the executive leadership team, and supports the CEO and Vice Presidents by streamlining communication, planning and preparing documents and presentations for meetings, compiling data, writing reports, maintaining accurate records, and ensuring compliance with local, state, and federal laws. The Executive Assistant is responsible for smooth office operations and for the conservation of the senior team's time.

Essential Duties

Executive Support

- Compiles data from various software platforms in support of executive team initiatives in all areas
- Works on special projects at the request of the executive team
- Prepares meeting documents and takes minutes at Board of Directors' and Board Committee meetings
- Maintains and updates Board documents and regularly updates Board orientation materials
- Administers the hiring process, posting open positions and vetting initial applications
- Oversees onboarding, ensuring compliance with relevant laws and processing background checks
- Coordinates access to, and training in, all appropriate Organization accounts and programs
- Creates and maintains personnel files and employee data (electronic and printed)
- Acts as primary liaison with Human Resources consultants regarding leave administration and updates to local, state, and federal laws
- Administers health and dental insurance enrollments and removals
- Coordinates, prepares, and files claims for worker's compensation and general liability insurance
- Oversees administrative aspects of terminations, including recall of Organization property, COBRA notification, and termination of access to Organization accounts and programs
- Reviews time sheets and processes payroll on a biweekly basis
- Provides quarterly Human Resources Report

Office Management

- Maintains log of Organization property signed out to employees
- Maintains log of contracts and equipment leases, coordinating renewals with appropriate staff members
- Maintains log of facility inspections by various agencies/organizations
- Maintains replacement schedule for staff computers and equipment

- Keeps office equipment in good working order, seeking professional maintenance, repair, or replacement as needed
- Manages organization wide calendar of events and holidays
- Answers incoming calls and responds to calls on behalf of the leadership when appropriate
- Responds to external communication from all sources in a timely fashion
- Organizes, inventories, and orders office supplies as needed

General

- Maintains a working knowledge of all Organization operations, programs, and databases
- Participates in staff meetings and serves on appropriate committees
- Assists in the planning and execution of internal and external special events
- Other duties as assigned

Qualifications

- Associate's Degree with two years of experience required; Bachelor's Degree preferred
- The ability to communicate effectively with people from a variety of backgrounds, orally and in writing
- Excellent computer skills, including Microsoft Office Suite or equivalent
- Competence working with shared electronic files and a preference for electronic documentation
- Professionalism and the ability to maintain a high degree of confidentiality
- Strong preference for collaboration with the ability to work independently
- Valid NYS driver's license
- No medical restrictions to animal contact

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is regularly required to use hands and fingers, talk, and hear. The incumbent is frequently required to stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch.
- The position holder must be able to regularly lift and/or move up to 40lbs.
- Specific vision abilities for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- The hours for this position are normally 9 am – 5: 30 pm, Monday through Friday.
- Evening, weekend, and holiday hours may sometimes be required.
- Work will take place in a variety of environments including administrative offices, operational areas, and offsite, including outdoors.
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels.

- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles.

X

Employee Signature and Date

X

Employee Print Name