

**JEWISH FAMILY SERVICES
JOB DESCRIPTION**

JOB TITLE: Executive Assistant
DEPARTMENT: Administration
REPORTS TO: Executive Director & COO
APPROVED BY: Administration
DATE APPROVED: February 2021

PURPOSE/SCOPE OF RESPONSIBILITY

The Executive Assistant provides confidential administrative and office support to the ED and COO. This position is responsible for handling confidential and time sensitive information and materials.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Assists ED with a wide range of confidential, administrative, and general support activities, such as: arrange meetings, maintain calendar, convey messages, compose, and prepare confidential correspondence and reports, attend administrative and board committee meetings to take and distribute minutes.
2. Responsible for all supporting documentation as it related to JFS Board functions, maintains up to date Board Manuals, training materials and minutes.
3. Supports all C-suite executives with administrative and office support.
4. Assists CFO with contract management.
5. Assists the COO with risk management, agency liability insurance, automobile insurance, and other non-employee insurance needs.
6. Prepares for All-Agency meetings by compiling training documents, running reports for birthdays, anniversaries, and recognitions. Attends All-Agency meetings, takes notes, and reports on recognitions.
7. Compose routine correspondence and prepare drafts of documents, including complex spreadsheets, presentations, agendas, or programs.
8. Maintains office operations by monitoring, distributing, and ordering office supply inventory and by reporting any problems to management.
9. Assists Purchasing Director with all purchasing activities for the Agency.
10. Assists Administration with all facilities and maintenance – related activities and requests.

11. Assists HR Director in all administrative functions, and maintains all Agency Organizational Charts.
12. Performs other clerical duties as needed, such as data entry, filing, photocopying, and collating.
13. Creates and maintains reception staff schedule as well as provides back-up, as needed, at the reception desk.
14. Serves as Washtenaw County Notary for the agency.
15. Assist in maintaining and updating agency databases, as needed.
16. Maintains client confidence and protects operations by keeping information confidential.
17. Other duties as assigned.

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies, and procedures.
2. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
3. Contributes to team effort by accomplishing related results as needed.
4. Uses time effectively by appropriately planning, organizing, and scheduling required work hours to meet agency needs.
5. Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.
6. Maintains safe and clean working environment by complying with health and safety guidelines.
7. Displays flexibility by accepting and adapting to unexpected changes in a courteous and professional manner.

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.

1. Bachelor's degree and a minimum of three years of administrative work experience, OR Associate Degree with 5 years administrative work experience.
2. Ability to manage priorities for a wide range of tasks with varying deadlines and degrees of importance; must be capable of multitasking, organizing and coordinating tasks.
3. Must have excellent oral and written communication skills, outstanding time management, organizational and customer service skills.
4. Computer literacy: proficient in all MS Office programs, Excel, Adobe products and comfort using new databases, software, and systems.
5. Highly efficient and attentive to detail.

REQUIRED LANGUAGE SKILLS

Ability to express oneself in an articulate and effective manner both verbally and in written communication.

REQUIRED REASONING ABILITY

Ability to deal with abstract as well as concrete problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

WORKING CONDITIONS:

1. Works in a normal office environment where there is no physical discomforts. Performs computer and other desk tasks that require the ability to be stationary for extended periods of time.
2. Frequent visual/auditory attention.
3. Some local travel required.
4. Valid Michigan Driver's license, good driving record and access to personal vehicle.

The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.