



## **EXECUTIVE ASSISTANT FOR CAO & PRESIDENT**

**General Statement of Duties:** Provides administrative support to the CAO & President.

**Supervision Received:** Reports to the CAO & President.

**Supervision Exercised:** No supervisory duties required.

**Essential Functions of the Position:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

- Provides administrative support to the company executives, or other departments upon request, in a variety of capacities including, scheduling, telephone coverage, copier projects, fax and mail handling, filing, supplies control, processing of letters/correspondence, report generation, invoice/expense reporting, database management and assisting with completion of specially assigned projects.
- Process monthly expense reports and bi-weekly timesheets.
- Fosters a positive, active and collaborative relationship with all team members. Preserves and respects team member confidentiality.
- Works independently and within a team on nonrecurring and ongoing projects. May act as a project manager for special projects which could include: making travel arrangements, planning and coordinating multiple site visits for President and CEO.
- Enforces and adheres to company policies, rules and regulations.
- Answers telephones in a professional manner; directs calls appropriately and records messages.
- Sorts, stamps and distributes mail.
- Schedules appointments as requested.
- Maintains extreme confidentiality.
- Special projects, as assigned.

**Experience and Education:** Associates degree or equivalent experience (business management, operations, communications, administrative support desirable)

**Qualifications and Skills:** Advanced proficiency with Microsoft Applications including Outlook, Word, Excel, and knowledge of basic HR practices.

Must possess strong organizational skills and be detail oriented. Patient, pleasant and professional demeanor. Ability to handle emergency situations and pressure due to complexity and time-sensitivity. Ability to be an active team member within the Company. Strong project management and creative thinking skills required. Ability to work autonomously with very little supervision. Strong oral and written communication skills. Highly organized and detail oriented. Ability to work in a fast paced, flexible, collaborative environment where priorities change daily. Deadline driven. Demonstrates strong initiative and high level of professionalism. Ability to enforce and adhere to company policies, rules and regulations. Maintains extreme confidentiality of all corporate, personnel and research matters.

**Beacon Core Competencies required for all positions:**

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.

**Receptionist /Administrative Assistant Functional Job Competencies required:**

Job Knowledge, Interpersonal Skills, Communication, Computer Skills, Personal Organization

EOE

**If interested please send your resume to [Careers@BeaconCommunitiesLLC.com](mailto:Careers@BeaconCommunitiesLLC.com) with EA to CAO in the subject line. Thank you!**