

Job Title: Personal Assistant to the CEO
Reports To: CEO
Coordinates With: CEO and Executive Committee

JOB SUMMARY:

Enhances effectiveness of the CEO by managing information, schedules, and requirements.

ESSENTIAL FUNCTIONS:

- Field incoming phone calls for CEO, responding to requests on behalf of CEO by gathering and providing information to CEO and others and answering direct inquiries on behalf of CEO
- Ensures all email correspondence is handled in a timely manner
- Organizes complex calendars and schedules, resolving scheduling issues and ensuring that CEO is provided relevant materials before meetings and appointments
- Coordinates quarterly Board of Directors meetings and dinners
- Extensive travel research, planning and booking as well as itinerary development for domestic and international trips
- Maintains an organized filing system and suspense file
- Tracks expenditures for Expense Statement reporting
- Manages sensitive matters with a high level of confidentiality and discretion using good judgment
- Completes additional projects as assigned, such as planning personal events and assisting with personal errands

QUALIFICATIONS REQUIRED:

- Excellent computer skills using Microsoft Word, Excel and Outlook
- Excellent verbal and written communications
- Must be able to handle multiple tasks, take initiative and work independently
- Understands the need for confidentiality
- Performs as an extension of the CEO

EDUCATION REQUIREMENTS:

- High school diploma or equivalent

This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual with this job description. The individual may be called upon and required to follow other instructions or perform other duties requested by his or her manager consistent with the purpose of the position, department and/or company objective.