

## **EXECUTIVE ASSISTANT**

### **POSITION SUMMARY:**

The Executive Assistant serves as the primary administrative support to the leadership team, the board of directors, shareholders, human resources, and payroll. This role requires strong communication, administrative, and organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

### **ESSENTIAL FUNCTIONS:**

- Prepares, coordinates, and distributes all meeting materials needed for the board, shareholder, and committee meetings.
- Attends all board, shareholder, and committee meetings recording and composing meeting minutes.
- Monitors and maintains shareholder database and coordinates company stock issues and transfers.
- Manages all human resources files, benefits coverage, job descriptions, employee service recognition program, job applications, and recruiting and processing of new employees. Resolves general employee HR-related inquiries such as payroll, benefits, and employee issues.
- Maintains records of various employee activities, such as, but not limited to, attendance/vacation records, employee training, and paid time off.
- Generates bi-weekly payroll process; information may include employees' hourly rates, salaries, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Prepares outgoing mail and distributes all incoming mail and courier items.
- Reconciles invoices (UPS, Staples, Visa, etc.).
- Maintains and orders office supplies.
- Maintains Contract Vendor Administration.
- NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the organization.

### **REQUIRED QUALIFICATIONS**

High school diploma or general education degree (GED) with 5+ years of administrative experience.

Proficiency in Microsoft Office Suite.

Excellent communication skills with the ability to maintain confidentiality in both internal and external information.

Must build positive working relationships and present a service-oriented attitude in dealing with multiple levels of employees and management.

Must demonstrate commitment to company values.