

JOB DESCRIPTION

Title: **EXECUTIVE ASSISTANT**

Location: Lac du Flambeau Chippewa Housing Authority

Employment Status: Full-Time

Salary: \$18- \$22 depending on experience

Fringe Benefits: Health, Dental and Optical after 90-day probationary period

Supervisor: Executive Director

Requirement: Mandatory Drug Test, random thereafter

APPLICATION AND RESUME DEADLINE DATE: FEBRUARY 12, 2024 AT 4:00PM

Position Summary: The Executive Assistant provides a high-level of administrative and operation support to the Chippewa Housing Authority Executive Director. Serves as liaison between the Executive Director, CHA Staff and the public, this includes receiving and screening phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.

Exercise independent judgement in the resolution of administrative problems. Prioritize and manage multiple projects simultaneously with little to no supervision.

Essential Duties and Responsibilities:

- Works directly with the CHA Director to support all aspects of his/her day-to-day operations and work routine.
- Manages and maintains an executive calendar, requiring interaction with internal and external executives to schedule a variety of business meetings.
- Demonstrates excellent organization and time-management skills.
- Prepare, reconcile and submit CHA operations monthly expense report.
- Maintains CHA records management and electronic signature filing systems.
- Coordinate travel arrangement and reservations for executive management as needed.
- Independently create well-organized, grammatically correct memos and reports for distribution to members of various departments.

- Assist in CHA activities and processes including project planning, prioritization initiation, staff reporting, and training; as well as in fostering collaboration of CHA staff, tenants, and key stakeholders including special event planning.
- Use various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate, and/ or format data and / or reports.
- Maintains confidential and sensitive information.
- Attends meetings and take notes of discussion; prepare summaries of meeting discussions for resolution and follow up.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports and agenda material.
- Manage, maintain and update CHA website as needed.
- Work with BOC to coordinate meeting needs and requests.
- Document and store all meeting minutes, agendas, resolutions and motions into iCompass for document retention.
- Work with CHA department managers on providing monthly department reports.
- Take SMT meeting minutes and follow up with managers as directed by Executive Director.
- Other additional and/or alternate duties assigned from time to time, including supporting other departments or Executives as needed.

Minimum Qualifications (Knowledge, Skills and Abilities)

- High School Diploma or its equivalent is required; Associate Degree or 2 years of administration experience required and/or certificate in field.
- Two years or more experience as an executive assistant in a Senior Management level setting.
- Working knowledge of Microsoft Excel, Word, PowerPoint, Outlook and data base management systems.

- Demonstrate interpersonal skills and proficiency in business vocabulary to effectively represent the executive and the company to outside parties.
- Excellent interpersonal, oral and written communication skills.
- Excellent writing, proofreading and editing skills.