



Executive Assistant

Department: *Executive Assistant*
Location: *Broken Arrow, Oklahoma*
Reports to: *President and CEO*
Status: *Exempt*

Job Description

The Executive Assistant will be responsible for the day-to-day administrative support of the President and CEO as well as other senior leadership of the Chamber and EDC. Duties including managing the communication and support to the Boards of Directors and leadership, including scheduling, phones, travel, board and committee documents, reporting, meeting and office coordination.

Job Responsibilities

- Assisting in preparing board documents, financial reports, memos, letters, and other documents
- Provide strong general administrative support to the CEO and other executives, including scheduling meetings, booking travel and other duties as necessary
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives
- Accurately recording minutes from meetings, including Chamber and EDC Board of Directors meetings
- Assisting in handling basic reporting and bookkeeping tasks with the Finance Manager
- Filing and retrieving corporate records, documents, and reports
- Greeting visitors and determining what staff member can best serve them
- Answering phones and routing calls to the correct person or taking messages
- Using various software, including word processing, spreadsheets, databases, and presentation software
- Coordinate communication and needs of office technology with IT company.
- Reading and analyzing incoming memos, mail, submissions, and distributing them as needed
- Opening, sorting and distributing incoming faxes, emails, and other correspondence
- Manage the conference room and schedule, ensure the room is setup for committees and meetings.
- Clean and maintain the office and kitchen including inventory of supplies.
- Ensure the office and phones are staffed from open to closed to best serve our members and the community.
- Assist with major events or other duties as assigned



Skills Required

- Proven experience as an executive assistant or other relevant administrative support experience.
- Excellent organization and time management skills
- Excellent verbal and written communication skills
- Able to work independently and within a team environment
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Deadline oriented, highly disciplined, and can self-manage
- Self-starter with a professional appearance
- Proficient in Microsoft Office programs including Outlook, Excel, and Word
- Capable of maintaining sensitive/confidential information
- Bookkeeping experience a plus
- Ability to flex schedule to meet the needs/schedule of the office and the CEO.
- Position requires attendance at a few events which are some nights and/or weekends.

Experience Level

- 5+ years in an office environment, preferable in an executive assistant role

Education Requirement

- High School graduate

Physical/Mental Requirements

- The BA Chamber is committed to continuous personal development including tactical skills as well as transformational soft skills. The position will require proficiency at the following EI (emotional intelligence) skills:
 - Team work and collaboration, self-awareness, organizational awareness, self-control, adaptability, transparency, initiative
 - Demonstrated ability to work effectively under pressure while meeting deadlines.
- Employee is regularly required to verbally communicate
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus
- Must be able to stand and move intermittently throughout the work day
- Must possess sight/hearing senses to adequately perform the functions of the job
- May be required to sit or stand for long periods of time
- May be required to lift up to twenty-five (25) pounds
- Must have a valid driver license and have reliable transportation



Working Conditions/Environmental Exposures

- Work is normally performed in a climate-controlled office or other human factors friendly environment
- Noise level is moderate and includes sounds of normal office environment
- No environmental hazards are encountered in performance of normal job duties
- Ability to sit for extended periods may be required

This job description is not intended to be an employment contract, nor does it dissolve the "at will" employment relationship.