



**Position:** Executive Assistant

**Schedule:** M-F 8-4:30PM (40 hours per week, may include evenings and weekends as needed)

**Reports to:** Executive Committee

**Wage Scale:** \$20.00hr starting wage

### **Overview:**

We're currently looking for an Executive Assistant to be a supportive force that empowers our executive leadership. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for details. This person should have experience working in an office environment, performing administrative duties, and providing support to managers. Given the dynamic nature of the executive landscape, we rely on the executive assistant to be flexible and consistent while maintaining the confidentiality of high-level systems and operations.

### **Objectives of this role**

- Support the executive committee primarily and provide additional support to executive team members, as directed, to ensure that company goals and objectives are accomplished and that operations run efficiently.
- Maintain and refine internal processes that support high-ranking executives' companywide, and coordinate internal and external resources to expedite workflows.
- Manage communication with employees by liaising with internal and external executives on various projects and tasks.
- Plan and orchestrate work to ensure that senior executives' priorities are met, organizational goals are achieved, and best practices are upheld.

### **Responsibilities**

- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company.
- Sustain a daily calendar of meetings and events.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives. Prepare expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.



- Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with.
- Manage the Executive's contacts.
- Assist in preparing and managing presentations and decks.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours.
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Use discretion, confidentiality, and good judgment to handle C-Level matters.
- Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.
- Conserve the Executive's time by reading, researching, collecting and analyzing information as needed, in advance.
- Complete adhoc projects as assigned.
- Organize complex calendars and schedules; resolving any scheduling issues.
- Manage professional and personal scheduling for executives, including agendas, mail, email, phone calls, client management, and other company logistics.
- Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives.
- Manage senior executives' travel logistics and activities, including accommodations, transportation, and meals.
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contacts database.
- Maintain professionalism and strict confidentiality with all materials.
- Organize team communications and plan events, both internal and off-site.
- Other duties as assigned.

### **Required skills and qualifications**

- Associate's Degree or higher required.
- Minimum of 3 years of proven experience providing high-level administrative support to senior executives, managing their calendars, communication, arranging travel, and coordinating meetings.
- Excellent written and verbal communication skills.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
- Proficiency with office productivity tools and an aptitude for learning new software and systems.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees.
- Knowledge of recording minutes of meetings.
- Experience with multi-tasking and time management.



- Managing calendars for executive staff.
- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Ability to communicate effectively and professionally.

### **Preferred skills and qualifications**

- Experience in overseeing budgets and expenses.
- Experience in developing internal processes and filing systems.
- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.

### **Benefits and How to Apply:**

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- **To apply: Visit <https://iowatribeofkansasandnebraska.com/jobs/> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud, KS 66094 or e-mailed to [rpankau@iowas.org](mailto:rpankau@iowas.org). Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785-595-3258.**