

Executive Administrative Assistant

Work Year: 12 Month position
FLSA Status: Non-Exempt
Responsible to: OME-RESA Executive Director

Job Summary:

The Executive Administrative Assistant provides comprehensive support to our executive team, coordinates the board of directors' meetings and activities, and performs billing functions. The ideal candidate will possess exceptional organizational skills, excellent communication abilities, and a proactive approach to managing multiple responsibilities.

Responsibilities:

1. **Board of Director's Support:** Coordinate all aspects of board meetings, including scheduling, preparing meeting agendas, distributing materials, and taking accurate minutes. Ensure timely distribution of meeting minutes and follow-up on action items and maintain official board records and documentation.
2. **Meeting Coordination:** Schedule and organize meetings for the executive team, including arranging logistics, preparing meeting materials, and managing calendars. Communicate meeting details to participants and ensure all necessary resources are available.
3. **Billing Coordination:** Handle billing functions, including generating invoices, tracking payments, and managing accounts receivable. Collaborate with relevant departments to resolve billing inquiries and discrepancies. Maintain accurate records of billing activities.
4. **Communication Management:** Serve as a point of contact for internal and external stakeholders, including board members, vendors, and clients: screen and direct phone calls, emails, and other correspondence. Draft, proofread, and edit various documents, including letters, memos, and reports.
5. **Information Management:** Organize and maintain confidential files, staff attendance and flex time records, member directories, and databases related to board activities, billing, agency inventory, and other administrative matters. Ensure easy access and retrieval of information as needed.
6. **Project Coordination:** Assist in coordinating and executing special projects and initiatives as assigned by the executive team. Track project progress, manage deadlines, and communicate updates to relevant stakeholders.
7. **Financial Administration:** Support financial administration tasks such as budget tracking, expense reporting, accounts payable, requisitions, purchase orders, and submitting weekly bills for payment. Collaborate with the finance department to ensure accurate financial records and reporting.
8. **Office Administration:** Perform general administrative tasks such as ordering supplies, managing office equipment, and maintaining a clean and organized workspace. Coordinate and schedule office maintenance and repairs as needed.
9. **Relationship Building:** Foster positive working relationships with board members, staff, vendors, and other stakeholders. Represent the organization professionally and maintain a high level of professionalism and confidentiality.

10. Special Projects: Take on additional assignments and ad-hoc projects as assigned by the executive team, demonstrating flexibility and adaptability.

Requirements:

1. Proven experience as an executive administrative assistant or in a similar role supporting senior management and the board of directors.
2. Excellent organizational and time management skills, with the ability to prioritize effectively in a fast-paced environment.
3. Strong written and verbal communication skills, exceptional attention to detail and accuracy.
4. Proficient in using office productivity tools such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
5. Discretion and integrity in handling sensitive and confidential information, mainly related to board activities and financial matters.
6. Strong problem-solving skills and ability to anticipate needs and proactively address challenges.
7. Exceptional interpersonal skills, with the ability to interact professionally with individuals at all levels of the organization.
8. Experience in billing functions and financial administration is preferred.
9. Flexibility to adapt to changing priorities and willingness to work beyond regular business hours when necessary.
10. Associate's Degree or High School Diploma (or GED) with relevant experience in areas deemed appropriate by the OME-RESA Board of Directors.

Working Conditions: *Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.*

- Potential for exposure to blood-borne pathogens and communicable diseases
- Potential for interactions with disruptive and/or unruly individuals
- Exposure to adverse weather conditions and seasonal temperature extremes
- Use of personal vehicle for travel purposes may be required
- Duties may require riding in a vehicle
- Duties may require driving a business-supplied vehicle
- Duties may require prolonged use of a computer keyboard and monitor
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend
- Potential for frequent work near moving mechanical parts
- Potential for exposure to fumes or airborne particles
- Risk of electrical shock
- The noise level in the work environment is moderate to occasionally loud

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk, or hear and will frequently repeat the same hand, arm, or finger motion such as typing. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste, and smell. Employees will regularly interact with clients and other staff members both in person and on the telephone. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee may occasionally be expected to move and/or 100 pounds or more but may obtain assistance or use equipment and carts to facilitate these tasks. Specific vision abilities demanded by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DISCLAIMER:

The Ohio Mid-Eastern Regional Education Service Agency (OME-RESA) is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. OME-RESA reserves the right to revise or change job duties and responsibilities as needed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

The job description does not constitute a written or implied employment contract.