

## Position Description

<b>Job Title:</b>	Executive Administrative Assistant
<b>Status:</b>	Full Time, Non-Exempt
<b>Grade:</b>	4
<b>Reports to:</b>	President & CEO & Vice President
<b>Program:</b>	Admin
<b>Location:</b>	Honolulu
<b>Purpose:</b>	Serves as the primary source of administrative support to President & CEO and Vice President.

- Essential Functions**
- Represents the President & CEO and VP by welcoming visitors, reviewing correspondence and answering questions. Schedules appropriate meetings for the President & CEO, VP and other assigned senior level staff. Sensitivity to confidential matters is required.
  - Writes concisely and effectively when drafting and editing correspondence, reports, documents and program guidelines. Responsible for accuracy and clarity of final copy.
  - Conducts research, compiles data, and prepares documents in preparation for presentation by agency executive management team for Board Committees and Boards of Directors. Supports the preparation of agendas and arranges committee and board meetings. Attends all Board of Director's meetings to record minutes.
  - Establishes objectives; determines priorities; manages time; monitors progress; works collaboratively and cooperatively with others; problem-solves, assesses plans and makes adjustments. Demonstrates the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
  - Reads and analyzes incoming memos, submissions, and reports in order to determine their significance and distribution. Opens, sorts, and distributes incoming correspondence, including mail, faxes and email.
  - Prepares all fiscal forms with complete accuracy including expense reports, check requests, mileage reimbursement and credit card authorization forms on behalf of the President and CEO and VP.
  - Screens applicants for vacant positions, schedules interviews and manages the completion of new hire paperwork and staff orientation. Works in conjunction with Finance Director to manage and maintain HR related paperwork for all staff, both electronic and physical.
  - Performs administrative duties for CEJT program by establishing, developing, maintaining and updating filing systems both electronic and physical. Tracks deadlines, processes, procedures, operations, projects, communication tools, resources, and submittal of documents. Assists in tracking client and service data for outcome measures and quality assurance reports.
  - Receives and directs all incoming calls.
  - Facilitates A-Team meetings.
  - Serves as liaison to the office building management/landlord and reports maintenance and safety related issues.
  - Assists select staff with office machines and programs equipment in the workplace.
  - Performs other duties as assigned.

**Minimum  
Qualifications:**

- High School diploma plus additional course work in office management and basic business skills.
- Three years of equivalent administrative support experience supporting mid to upper management leaders.
- Strong organizational, analytical, creative thinking and problem solving abilities are necessary.
- Able to use and support standard office equipment including computer, fax machines, copier, telephone systems.
- Flexibility and attention to detail with excellent verbal and written communication skills.
- Advanced computer proficiency including MS Office (Word, Excel, Outlook) and Internet.
- A valid driver's license, clean driving abstract and access to an insured, reliable vehicle. Drive President and CEO to appointments when needed.
- Successful background checks(s) and medical clearances as required by state regulations for those who work with children.

**Preferred  
Qualifications:**

- Bachelor's degree in human resource management, psychology, business or business administration desired.
- An interest in child welfare.
- Non-Profit experience.
- Familiarity with business and HR related processes and operations.
- Able to prioritize and complete detailed complex work with accuracy and within time requirements.
- Possess the ability to manage a high level of responsibility, attention to detail, organizational skills and a proactive work style.
- Able to safeguard agency assets, which may include cash and cash equivalents, such as credit accounts and gift cards.
- Proactive team player. Possess strong initiative, self-direction and the ability to deal with growth and change.
- Emotionally mature, objective and supportive of people and their problems.
- Possess a highly developed service orientation and sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles.
- Able to manage responsibility, work independently and as a member of a team and maintain good working relationships with clients and coworkers.
- Able to embrace and promote the agency's guiding principles critical to this nonprofit agency.

**Physical  
Requirements and  
Working  
Conditions:**

- The job duties require the employee to handle the physical demands of the work including lifting/moving files and materials, sitting, standing or driving for a long period of time, travel as necessary, working on computer for a long period, bending, stooping, reaching, lifting, etc.
- The work is often sedentary.

- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign the duties and responsibilities of the employee at any time. This position description may be subject to change for reasonable accommodation or other reasons

***We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.***