



# FAMILY ELDERCARE

## Confidential Executive Assistant

### Job Description

Job title: Confidential Executive Assistant	Reports to: CEO
Program: Administration	Work Location: Rutherford Office
Position Status - Full-time FLSA Classification - Exempt	Salary range: \$58,572.80-\$65,000.00

#### **Job Summary:**

The Confidential Executive Assistant will provide high-level administrative and operational support to the CEO.

#### **Essential Duties and Responsibilities:**

- Provides high-level, confidential administrative support and assistance to the CEO, including managing his appointments, schedule, correspondence, etc.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for CEO and Senior Leadership
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Organizing and prepare for meetings, including scheduling, sending reminders, and organizing catering when necessary, taking notes and recording minutes
- Oversee basic building operations perform general office duties, such as ordering supplies and working with third party vendors.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Performs other related duties as assigned by CEO.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed

#### **Education and/or Work Experience Requirements:**

- Bachelor's degree preferred or an equivalent combination of education and experience.
- At least 5 years of related experience required.
- Professional level oral, verbal, and written communication skills
- 2-3 years of supervisory experience required.

#### **Working Conditions/Physical Requirements:**

- Ability to work in an office setting with significant amount of time spent on computer.
- Ability to drive to external locations for company business as needed.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

**Competencies:**

- Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information.
- Ability to maintain sensitive information with supreme confidentiality.
- Represent agency in a professional and favorable manner.
- Excellent computer skills, including Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Excellent organization and time-management skills
- High initiative: Time management and ability to meet deadlines.
- Respect for diversity, equity, and inclusion
- Must pass criminal and motor vehicle background check.

**Acknowledgement and Review:**

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities  with or  without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee signature:

Date:

