

## HOPE REHABILITATION SERVICES

**Job Description**

1/05

**Position:** Executive Assistant to the CEO**Classification:** Exempt**Salary Grade:** 8**Status:** Non-Bargaining Unit**Purpose:**

Provide administrative management to executive offices, support the CEO and provide additional support to other executives as needed. Assure the smooth operation of support services, handle inquiries, supervise lobby reception staff and central mail operations. Attend meetings and interact with Board of Directors. This position handles confidential information and operates as part of the management team.

**Principle Responsibilities:**

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out all of the following functions:

1. Supervise the lobby reception and office operations. Participate in the hiring and evaluation of subordinate staff.
2. Assures all required processes are completed, or assigned, keeping executive office in compliance with regulatory and accreditation requirements.
3. Assists in the preparation and control of records, statistics and reports regarding operations, personnel and clients served.
4. Handles community inquiries, acts as a liaison for the CEO/Executive Team.
5. Produces correspondence and manages executive scheduling.
6. Attends and arranges Board, Management and Team meetings, assuring attendance and record keeping standards are met.
7. Administers and tracks departmental purchasing related to supplies, facilities and operations.
8. Assists in training and orientation of new employees.
9. May be required to provide services/support activities in the field as needed for department function.

10. Other duties as assigned to assure efficient operations.

## **Executive Assistant to the CEO**

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### **Minimum Qualifications:**

High School diploma, G.E.D. or equivalent plus four years of related experience working in an executive office environment with increasingly responsible assignments and supervision of staff.

**Reports To:** CEO

**Supervisory Responsibility** : yes, as assigned

### **Required Knowledge, Skills and Abilities:**

1. Knowledge of office methods, procedures and equipment.
2. Ability to train and direct the work of others.
3. Ability to prepare and deliver presentations.
4. Ability to prepare accurate accounting of department purchases.
5. Ability to organize time, set priorities, and complete assignments
6. Ability to manage multiple tasks in a busy office environment.
7. Ability to exercise good judgment, self-pace work and direct the work of others.
8. Knowledge of the industry supported by the program department as assigned.
9. Experience and knowledge in Windows, Ms office: able to use Word, Excel and Access proficiently.

### **Physical and Environmental Conditions:**

Typical office environment, equipment and tasks. Significant amount of time spent at computer station, typing, phone, long periods of intense concentration. Constant review of documentation and reports, frequent phone use, constant interruption. Periods of travel to other locations, exposure to outdoor conditions. Significant face-to-face communications with internal and external customers.