


POSITION DESCRIPTION

Position Title: EXECUTIVE ASSISTANT  
Category: Full time, regular, full benefits  
Payroll Classification: Hourly, Non-Exempt  
Organizational Unit: Administration  
Location: Cordova Administrative Office/Anchorage Distribution Center  
Customary Work Hours: 8:00 – 5:00, Monday - Friday  
Supervisor's Title: General Manager  
Effective Date: November 6, 2017  
Approved By:  Date: 11/06/2017

**Basic Function:** The Executive Assistant has two basic functions: 1) to provide secretarial and administrative support to the General Manager, Board of Directors, and board committees, and 2) to supervise and coordinate the work of the clerical and/or administrative support staff of the Cordova Administrative Office.

**Primary Responsibilities:** The primary responsibilities of the position are to provide secretarial and administrative support to the General Manager, Board of Directors and Board Committees, design and maintain corporate archives, and perform general office management duties.

**Description of duties and tasks:**

1. Secretarial and Administrative Support – General Manager
  - Perform secretarial and administrative support as needed.
  - Supervise and coordinate work of clerical and/or administrative support staff.
  - Receive callers, arrange appointments, maintain appointment schedule, coordinate events.
  - Compose corporate replies and routine correspondence.
  - Maintain formal corporate historical and reference files.
  - Review purchase requests within established authority and coordinate approvals as needed from the General Manager.
  - Arrange Travel for the General Manager as necessary.

2. Secretarial and Administrative Support – Board of Directors

- Perform secretarial and administrative support as needed.
- Arrange for meeting places, meeting notices, and advertisements.
- Meeting agenda and packet preparation and distribution.
- Record and transcribe meeting minutes as needed.
- Keep official record of meeting minutes and all action items.
- Maintain director list, terms of office, and member correspondence.
- Coordinate annual elections and assist election supervisor.
- Coordinate director travel and facilitate travel reimbursement.

### 3. Office Management Duties

- Assist General Manager with annual draft of administrative office budget.
- Maintain inventory of office supplies; order supplies on a quarterly basis.
- Maintain postage meter accounting and supplies.
- Schedule maintenance of repair for office equipment with the exception of computer and printers; troubleshoot minor problems; re-supply as needed.
- Coordinate office janitorial service.
- Responsible for permit renewals, license renewals and annual registrations.
- Oversee subscriptions, membership renewals, petty cash box.
- Coordination of corporate gatherings, meetings, annual events.
- Maintain the conference room meeting schedule.
- Maintain safety deposit box files
- Ensure confidential records are secured at end of each work day.

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

- Considerable knowledge of letter writing styles, grammar, spelling and punctuation.
- Considerable knowledge of office management and organization, general office practices procedure and filing systems.
- Working knowledge of information collection and summary methods and principles and forms of information control.
- Strong computer skills and software familiarity in Microsoft Word and Excel.
- Knowledgeable of the rules and practices of business and technical writing, spelling and punctuation, and related secretarial skills.
- Familiarity with Robert's Rules of Order, parliamentary procedures
- Experienced in recording and transcribing meeting minutes.

- Ability to independently prepare complete concise reports and correspondence.
- Ability to plan, direct, coordinate, and evaluate the work of others.
- Excellent written and verbal communication skills, including: ability to communicate professionally with people throughout the organization and external contacts.
- Willingness to take on other duties as assigned.

**Essential Functions:** Work performed at the Cordova and/or Anchorage Administrative Office. Must be able to move about freely; sit at a desk most working hours, use telephones and computers unimpaired; ability to lift and carry 30 pounds. Must be able to read and write clearly in the English language. Must be able to hear and see to receive and understand verbal and written instructions. Must be willing and able to travel on a regular basis. Must be able to drive a company vehicle.

**Minimum qualifications:**

- a. High school graduation or equivalent.
- b. Three years secretary or administrative assistant work experience.
- c. Must have a current driver's license and pass a pre-employment drug test.

**Positions Supervised:**

- Administrative Assistant
- Travel/Freight Coordinator