



## Office Manager / Executive Director Assistant



**1 Convention Center Plaza, Pine Bluff, AR 71603 | Hourly | Full Time**

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### Job Summary:

Experienced Executive Director Assistant helps the Executive Director work with tasks such as scheduling, reviewing, prioritizing, and responding to emails; answering and returning phone calls; organizing documents and keeping records; transcribing minutes at meetings and any other administrative tasks performed by the Executive Director.

### Specific Job Duties and Responsibilities:

- Works directly with the Executive Director to support all aspects of his/her daily work routine.
- Maintain the Executive Director's calendar, including scheduling meetings, speaking engagements, etc.
- Maintain confidential and sensitive information.
- Attend meetings and take notes, recordings and prepare the initial draft of minutes and summaries.
- Serve as a primary point of contact between the offices of the Executive Director. This includes answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Ability to stay organized, multitask and be mindful of details.
- Keep the Executive Director advised of time-sensitive and priority issues, ensuring proper follow-up.
- Routinely perform a wide variety of support duties such as handling printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- Transcribe source material, prepare documents, reports, tables, and charts; distribute as appropriate.
- Resourceful, can-do attitude.
- A team player capable of cultivating productive working relationships across the organization.
- Supervises assigned employees.
- Other duties as assigned.



**Minimum Experience, Skills or Education Required:**

- Bachelor's degree in a related field required.
- Three to five years prior experience in supporting a senior executive or team.
- Excellent time-management, written and verbal communication skills
- Expert knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.).
- A meticulous self-starter.

**Deadline**

The position will remain open until filled.