OPEN POSITION
INTERNAL/EXTERNAL

Position Title: Executive Assistant
Report to: President/CEO

This position description provides the key factors of the job demand essential to evaluating job performance. It is not intended to be complete in detail. The individual classified in this job is expected to perform all the details involved in the job and, on occasion, may be required to perform functions of a higher or lower skill level not included in this job description. The individual is responsible for but not limited to:

Primary Objective: Provide strategic support to CEO in executing policy/program goals of the organization.

1. Job Duties.
   - Responsible for projects such as researching and implementing new Project Tracking systems
   - Serves as the senior administrative within the office taking on all office management duties
   - Maintain a record of all local state and federal issuances and bulletins
   - Provide staff support to the FEC and WIB board of directors
   - Type documents as required by the Chief Executive Officer
   - Effectively answer all inquiries of the executive division
   - Compose, compile, and edit routine correspondences
   - Organize and maintain an effective filing system
   - Responsible for board meeting preparation and distribution of minutes and action lists
   - Responsible for company and Board of Director travel arrangements and itineraries
   - Organize staff meetings
   - Organize seminars and schedule training/bookings
   - Responsible for managing events including company events, in-house catering, external client and candidate events
   - Interact effectively with other high level executive staff of the organization
   - Ability to handle multiple assignments and meet deadlines
   - Ability to work effectively under pressure
   - Ability to work effectively with and through others
   - Ability to maintain a high level of confidentiality in regards to the operations of the executive office
   - Knowledge of organizational support systems
   - Show initiative, commitment and self-motivation
   - Knowledge of secretarial support techniques
   - Work effectively with other support personnel to plan projects
Education:
- Bachelor’s degree or equivalent in work experience at the leadership or functional level, dependent upon position
- Experience related to the business or industry preferred, Social Services Administration
- Not-For-Profit Management, Management or similar setting. Advanced reading writing, and arithmetic skills that are normally acquired through college level course

Qualifications:
- Proficient in typing and good at spelling, punctuation, grammar and oral communication. Good interpersonal skills, good judgment, organizational or management ability, initiative, and the ability to work independently.
- Proficient in Microsoft Office Programs/Excel
- Ability to work flexible hours as needed
- Must have reliable personal transportation and auto insurance
- Must be able to pass a background check

Experience:
Computer proficiency and good internet research skills, the ability to work well with all levels of internal management and staff, as well as outside clients and Vendors.

Apply in person at the Full Employment Council/Missouri Career Center
Location: 1740 Paseo, KCMO (M-F 8-5)

Applications accepted until position is filled               Posted 12/02/2019
EOE/AA/M/F/V/ADA                                E-Verify Employer

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