



**Job Title:** Administrative Assistant  
**Reports To:** General Counsel  
**Department:** Legal  
**FLSA Code:** Non-Exempt  
**Date Modified:** November 2019

## Job Purpose

This position will predominantly provide support to several people on the executive team. The ideal candidate is a self-starter who is responsible, detail oriented, a great communicator and extremely organized. The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

## Duties and Responsibilities

- Handle administrative requests and queries from executive managers.
- Maintain calendars – proactively manage executive calendars with the ability to schedule and prioritize meetings and resolve schedule conflicts.
- Arrange (including selection of date, time, and location) internal and external meetings.
- Coordinate events such as Board of Director meetings, dinners, breakfasts, companywide meetings and socials, etc., and assist with Board member travel to and from meetings (Air, Hotel, Transportation).
- Provide telephone coverage – answer executive phones, route calls to correct person or take an accurate message and relay it in a timely manner.
- Accurately make travel arrangements including air, hotel, ground transportation, meal reservations as well as conference travel.
- Conference planning and registration. Working within registration deadlines to sign up, identify meeting space and arrange event orders.
- Create and submit accurate monthly expense reports for several executives and others as needed.
- Prepare reports and presentations using PowerPoint, internal databases and external resources.
- Edit, proof-read, print and bind quarterly investor presentations for conferences.
- Track investor relations meetings and notes in IPREO.
- Contract Management – label, categorize and log all contracts submitted by email. Generate monthly reports and confirm accuracy.
- Collaborate with Receptionist to provide daily full front desk coverage. Coverage includes answering all calls that come in on the main line, greeting guests, sorting and distributing mail, conference room scheduling as needed and general assistance to the staff.
- Works with highly sensitive and confidential information at times; ability to uphold a strict level of confidentiality!
- Assist with ad hoc projects as needed.

## Qualifications

- Bachelor's Degree preferred
- 3-5 years of related work experience
- Excellent written and verbal communication skills
- Strong organizational, project management and problem-solving skills
- Attention to detail
- Advanced computer skills in a PC environment including Outlook, Word, Excel, and PowerPoint
- Comfortable taking initiative and working across teams and functions
- Comfortable in a client facing role, with strong inter-personal skills



**Job Title:** Administrative Assistant  
**Reports To:** General Counsel  
**Department:** Legal  
**FLSA Code:** Non-Exempt  
**Date Modified:** November 2019

### **Working Conditions**

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by Company.

### **Direct Reports**

Position has no direct managerial responsibilities.