

## **Onondaga Environmental Institute (OEI) Executive Assistant**

The Executive Assistant is responsible for providing high level executive assistance, project administrative support for the OEI President/CEO. This position coordinates technical and office administration and facilitates interoffice communications. Additionally, this position is responsible for overseeing and executing all administrative duties in support of the Onondaga Lake Partnership. This position reports to the President/CEO.

### **Responsibilities:**

- Perform a wide variety of executive secretarial and complex administrative duties as required by daily operations and the President/CEO
- Perform all tasks and support functions as liaison between the OLP and OEI.
- Attend OLP, Management, OEI Board meetings, and other meetings and take minutes, as directed by the President/CEO.
- Provide financial backup to Bookkeeper, inc. monthly bank reconciliations, back-up payroll, procurement, accounts payable.
- Perform basic administrative tasks including filing, proofreading, formatting, and basic letter writing.
- Provide human resources support functions, inc. new employee orientation and benefit coordination.
- Prepare and track project subcontracts.
- Receive and distribute incoming mail prepare, post, and track outgoing mail.
- Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.
- Serve as the initial point of contact to OEI staff, internal and external clients.
- Prioritize, channel, and facilitate communication between the President/CEO and external sources, project managers, project staff, and administrative staff.
- Independently respond to letters and general correspondence of a routine nature.
- Coordinates and tracks organization's calendar.
- Make travel arrangements, maintain appointment schedules and calendars, arrange meetings and conferences for the President/CEO.
- Perform other duties as assigned.

### **Skills & Capabilities:**

- Strong oral and written communication skills.
- Strong organizational and time management skills.
- Strong computer skills in Microsoft Office, a desktop publishing program, and internet research.
- Ability to type/keyboard 60 words per minute
- Ability to identify challenges in a situation and recommend solutions
- Ability to prioritize tasks and assess urgency of situations requiring executive attention
- Compose correspondence and accurate reports with little guidance and direction
- Develop and maintain electronic and paper based filing systems

- Apply & initiate OEI policies and procedures

**Qualifications:**

- Completion of an Associates or Comparable degree in business or a field related to executive office administration
- Three years of office administrative, supervisory or lead experience as an Executive Assistant