



CAROL B FLEMING, *President* TRACEY-ANN NELSON, *Executive Director*

**Title: Administrative Assistant/Office Manager**

Internal Transfer/External Employment Opportunity

**Salary:** Placement depends upon previous similar experience.

**Responsibilities:** Job Description Attached

**Office Location:** 1500 West 4<sup>th</sup> Street, Little Rock, Arkansas

**Application Procedures:** Any person wishing to be considered for this position should send letter of interest and resume with three references to:

Tracey-Ann Nelson, Executive Director

AEA, 1500 West Fourth Street, Little Rock, AR, 72201

Email: [kleyenberger@aeanea.org](mailto:kleyenberger@aeanea.org)

**AEA IS AN EQUAL OPPORTUNITY EMPLOYER**

**Job Description – Administrative Assistant/Office Manager**

**Requirements**

- The Administrative Assistant/Office Manager position requires a bachelor's degree, plus five or more year's previous administrative assistant experience, at successive levels of responsibility. Two years formal training may substitute for up to two years of related experience. A four-year college degree is preferred.
- Must be able to type a minimum of 60 words per minute. Requires advanced computer skills in Microsoft Outlook and Microsoft Office Applications including Word, Excel and PowerPoint.
- Candidate must have ability to communicate verbally and in writing with all levels of staff from frontline employees to executive staff.
- Additionally, candidate must have knowledge of business processes and procedures such as payroll, benefits, reimbursements, expense reporting, purchasing and departmental budgeting. Must have interpersonal skills necessary to direct the activities of others.
- Detail skills necessary to ensure that information is accurate and correct, that documents are grammatically correct and that work is completed in a timely manner.
- Candidate must have the ability to coordinate the schedules of multiple aspects of projects completed by separate staff members or vendors.
- In addition, organizational/leadership skills necessary to develop office procedures, prioritize and schedule work activities of self and others and balance multiple assignments with limited direction is required.

## **Position Description:**

The Administrative Assistant/Office Manager to Executive Director and President performs advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, skills and knowledge of organization policies and procedures. The successful candidate must have the professional composure, confidence and productivity of an experienced executive level AA.

- This position prepares correspondence, memoranda, reports, presentations
- maintains all board records, is fluent in Board polices, and has a keen ability to ensure multiple timelines are met and more.
- Has a high proficiency of all Microsoft Office Applications.
- Additionally, this position schedules and maintains calendar of appointments, meetings and travel itineraries and coordinates related arrangements of Executive Director and President.
- This position is also responsible for managing the associate staff and their work flow.
- This is a demanding and fast paced environment requiring the AA to be persistent and politically astute in working with executive level people of NEA and the Board and members of AEA as well as top executives in other organizations to secure calendar time for time critical meetings and ensure that proper materials have been transmitted in advance of the meetings.
- The AA to The Executive Director and President will also prepare and distribute minutes of meetings.
- Assists in developing, implementing and monitoring internal business systems and procedures. As well as monitors and orders office supplies and common office staff filing systems and using purchasing/credit a card accounts and records. Completes and submits vouchers and expense reports.
- This position also screens telephone calls, manages visitors at the office and resolves routine and complex inquiries.
- The successful candidate must be able to prioritize effectively among competing demands to ensure timely completion of tasks and will be responsible for practicing safety-conscious behaviors in all operational processes and procedures.

August 2019