**RECRUITMENT BULLETIN**

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| **JOB TITLE:** | Executive Assistant | **SALARY:** | $26.34 + DOE |
| **JOB STATUS:** | Full Time, Exempt | **REPORTS TO:** | President/CEO |
| **POSTING DATE:** | January 31, 2020 | **CLOSING DATE:** | February 14, 2020 |

**POSITION SUMMARY:**

The Executive Assistant will be responsible for handling confidential information and maintaining professionalism in dealing with and supporting senior executives. Role responsibilities include managing multiple complex calendars, planning and organizing events of all sizes, and coordinating domestic and international travel. A successful candidate will help build a positive team environment and establish working relationships inside and outside of the group.

**REPRESENTATIVE DUTIES:**

1. Provide support to the Board of Commissioners by: managing communication, travel, and meeting calendar for Board of Commissioners’ meetings; preparing Board of Commissioners meeting agenda packets; preparing various documents including resolutions, reports, memoranda, meeting notices and other related meeting documents.
2. Attend Board of Commissioners meetings and takes notes; prepares meeting minutes for Leadership’s review and edit; prepares and maintains the official record of the Board minutes; performs follow-up functions to ensure a timely response to Board and President/CEO information requests.
3. Managing a complex calendar with attention to accuracy, timeliness and ensuring the schedule

aligns with executive's priorities and commitments. Must have ability to analyze and respond

appropriately to emerging priorities to ensure that the executive is engaged only in essential

meetings and events.

1. Relieve the Management of administrative detail. Provides administrative support to Leadership by drafting routine correspondence, maintaining calendars, coordinating all incoming and outgoing correspondence, including email, establish and maintain an effective filing system for documents, contracts, reports and records including records of a confidential nature as required, in a timely and professional manner.
2. Prepare and track processing of purchase orders, travel authorizations, and other official documents that are subject to multiple reviews at different levels within the organization.
3. Track expenses and maintain balances for allocated office budget.
4. Research information for use in BSRHA projects through interacting with outside agencies and internal staff.
5. Create and maintain a confidential employee contact list.
6. Create and maintain an employee out of office calendar for vacations, holidays, subsistence leave and PTO.
7. Attend meetings when requested and take meeting minutes and follow-up with publishing the minutes.
8. Study and implement methods of improving work measurements or performance standards, including conducting quality control reviews.
9. Planning and executing housing meetings, events, off sites, morale activities and other partnerships both inside BSRHA and with external partners. Take ownership & support of logistics for these events

and ensure that budgets and activities around this area are managed as effectively as possible.

1. Representing the executive professionally; effectively communicating on her behalf with others

including those within the company and those in the external community. Includes coordinating

internal and external speaking engagements.

1. Planning and coordinating domestic and international travel plans end-to-end including the

proactive anticipation of any and all logistics and itineraries. Meet travel requirements of the

executive including on-the-ground door-to-door logistics.

1. Preparing and reconciling expense reports to ensure timely processing. Will also handle expense

approvals for executive's direct reports.

1. Assisting with special projects across the organization; provide group support as needs arise
2. Supporting and providing guidance to employees, including but not limited to: corporate policies,

procurement, recruiting and onboarding, space and facilities.

1. Provide courteous, respectful, honest, timely and professional information to all Housing Authority staff, program participants, visitors and Commissioners for all activities and services.
2. Possibly additional support outside of normal business hours.

**Required Qualifications**

1. Minimum 3-5 years of high level administrative and project management experience supporting a

senior executive and demonstrated work experience in a complex fast-paced environment.

1. High school diploma or GED.
2. Associate's degree in public or Business Administration, Management, Finance or a related field preferred. **Associate's degree requirement may be substituted on a year-for-year basis with progressively responsible administrative experience.**
3. Minimum 3-5 years of scheduling experience managing high volume clientele at executive level, such

as Vice President.

1. 3-5 years of experience using Microsoft Office, which includes Outlook, Word, PowerPoint, Excel.
2. Valid Alaska Driver’s License that meets BSRHA insurability criteria.
3. Must be willing and able to pass a background check and drug test.

**Preferred Qualifications**

1. Preferences for a Bachelor’s degree plus an intellectual interest and aptitude to develop a solid

understanding of Housing Authority Management.

1. Eager and able to work effectively under pressure with short time constraints and in relatively

ambiguous and complex situations, as well as the ability to adjust direction in response to changing

work situations.

1. Ability to navigate corporate business practices and internal tools, such as: MS Expense, HDS, and MIP.
2. Experience managing others preferred, but not required.

**FOR MORE INFORMATION OR TO APPLY:**

Application and full Job Description can be downloaded from the website [www.bsrha.org](http://www.bsrha.org), picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing [HR@bsrha.org](mailto:HR@bsrha.org). Applications may be turned in, mailed, faxed or e-mailed to BSRHA.