

JOB POSTING

DATE: October 9, 2020
JOB TITLE: **Executive Assistant**
WAGE RANGE: TBD
DEPARTMENT: Administrative
REPORTS TO: Chief Operating Officer, Dan Engler



Description:

Reporting directly to the Chief Operating Officer, the Executive Assistant provides executive support to the Graceland Executive Team. This individual must be creative and enjoy working within a small, business environment that is results-driven and customer-focused. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, organizational skills, and the ability to maintain a realistic balance among multiple priorities. The ability to work independently on projects, from conception to completion, is imperative. The candidate must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Qualifications:

- Associates Degree or minimum five (5) years' work experience
- Excellent, clear, verbal, and written communication skills
- Excellent organizational and time management skills
- Must work well in a team environment and must be able to build and maintain effective working relationships
- Self-motivated with the ability to work independently
- Attention to detail and the ability to change priorities quickly
- Must have strong proofreading skills
- A sense of urgency, a strong work ethic, and a positive attitude
- Demonstrated advanced skills with Microsoft Office Suite (Word, Excel, PowerPoint)

Essential Duties and Responsibilities:

1. Completes a broad variety of administrative tasks for the Graceland Fruit Executive Team, such as: managing an active calendar of appointments; arranging complex and detailed travel plans dealing with multiple time zones, itineraries, agendas, compiling documents for travel-related meetings and completing expense reports.
 2. Practice "gatekeeper" and "gateway" role, creating win-win relationships between the executive team and staff to provide a bridge for smooth communication; demonstrating leadership to maintain credibility, trust, and support.
 3. Works closely and effectively with the Executive Team to keep the team abreast of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense of the issues taking place in the company.
 4. Researches, prioritizes, and follows up on incoming requests, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
 5. Thorough communication on personal correspondence and other tasks that facilitate the team's ability to effectively complete a project.
 6. Prioritizes conflicting needs; handles daily matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
-