



## JOB DESCRIPTION

**Position:** Executive Assistant

**Direct Supervisor:** President

**Salary Range:** \$25,000 to \$35,000 / annually

**Job Purpose:** Conserves President's time and promotes the corporate image by representing the president internally and externally. An executive assistant is a highly skilled administrative professional who provides a wide range of support services to the President and the senior leadership team. Performs a variety of complex and routine activities that may require access to highly confidential information. Provides office management, travel coordination, board support, accounting assistance, grant proposal preparation, schedule management, document formatting, and file management. Works independently within defined schedules.

### Job Duties:

#### Job Description may include but not be limited to:

- ❖ Assist leadership team in drafting, reviewing, and preparing grant and foundation proposals;
- ❖ Track certain HMSDC team member(s) hours and expenses to ensure appropriate billing;
- ❖ Assist with accounting and finance tasks;
- ❖ Process credit card payments;
- ❖ Coordinate and maintain HMSDC Best Practices for various processes;
- ❖ Provide exceptional customer service and support within HMSDC and among its members and certified suppliers;
- ❖ Format Word Documents, PowerPoint Presentations, Excel Spreadsheets, etc. to meet HMSDC style guide and best practices;
- ❖ Assist HMSDC with various programs, ~~and~~ projects and process development including such tasks as compiling documents and data centers, preparing materials for executive/board meetings, etc.;
- ❖ Manage incoming calls, calendar and call list of the President;
- ❖ Assist in the preparation and execution of HMSDC events, programs and special projects;
- ❖ Assist HMSDC President with Customer Relation Management (CRM) administration and other tasks as assigned;
- ❖ Provide oversight for the coordination and training of HMSDC staff on technology efforts;
- ❖ Review and process invoice for payment by President;



- ❖ Assist in managing and follow up on HMSDC accounts payable and receivables; Assist receptionist with keeping the office clean, organized, and running errands as directed;
- ❖ Assist in administrative assignments and other office management projects of senior leadership team to ensure smooth and successful operations of office;
- ❖ Assist in management of projects, tracking of, and timely quality deliverables to President;
- ❖ Assist with corporate recruitment by creating list and cold-calling of potential corporate members;
- ❖ Serve as an ambassador for the HMSDC organization at events, trade shows, conferences, etc.;
- ❖ Support HMSDC team members in internal projects and committee deliverables as assigned;
- ❖ Special projects and other duties may be assigned.

#### Qualifications:

- ❖ Associate's degree or higher (experience may be considered in lieu of education)
- ❖ Exceptional verbal, written, and presentation skills
- ❖ Exceptional customer service skills
- ❖ Ability to work as a team
- ❖ Professional appearance
- ❖ Maintain a high degree of confidentiality
- ❖ Ability to travel as required, particularly within the immediate Houston metro area
- ❖ Promptness is critical as are strong time management and organizational skills
- ❖ Exceptional attention to detail
- ❖ Superior critical thinking skills
- ❖ Self-starter
- ❖ Superior knowledge in Microsoft Windows, Microsoft Outlook, Microsoft Access, Microsoft Excel, Microsoft Word, and Microsoft PowerPoint
- ❖ Experience in QuickBooks
- ❖ Ability to lift 50 pounds
- ❖ Ability to work flexible shifts when needed (early mornings and late nights)

#### Position Overview:

The President has a very demanding schedule and the job of the executive assistant is to manage the workflow and schedule of the President to ensure the executive can focus on decision-making and strategy.

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls. May also train and supervise lower-level clerical staff.



You will be responsible for coordinating projects that may involve working with all levels of internal management, staff, corporate members and minority business enterprises (MBEs). The executive assistant will also be responsible for managing the President's calendar and meetings. If travel is required, the executive assistant will be responsible for making arrangements including airline, hotel, and rental cars. The executive assistant may be required to conduct internet research to keep the President and senior leadership team up to date on business trends and news that are important to the organization's mission and objective.

#### **Benefits:**

- ❖ Medical, Dental and Vision Insurance Coverage after 90 Probationary Period
- ❖ 403 (B) Retirement Account
- ❖ 3% HMSDC Contribution to 403 (B) Retirement Account
- ❖ Employee matching contribution to 403 (B) Retirement Account up to an additional 1.5%
- ❖ Vacation and Sick Leave for all full-time employees
- ❖ Paid Holidays