



Executive Assistant

Job Summary:

The Executive Assistant will manage business related tasks for the team such as creating reports, analyzing data, basic bookkeeping, professional letter writing, data entry and other administrative tasks as needed. The Executive Assistant must have a detailed understanding of Microsoft Office suite, be adept at problem solving and have past experience as an executive or administrative assistant.

Requirements:

- Minimum of five years' experience working in an office environment
- Proven experience as an executive assistant or other relevant administrative support
- In-depth understanding of MS Office suite
- Attentive to details and accuracy
- Ability to relate well to the public, in person and on the telephone
- Ability to organize and prioritize daily workload
- Ability to multi-task
- Excellent time management and organizational skills
- Must be flexible and able to meet deadlines in a fast-paced environment
- Professional level verbal and written communication skills

Education:

- Associate Degree in Business or related field required – Bachelor's Degree preferred

Salary and Benefits:

- Commensurate with skills and experience - \$15/hour +
- 401(k)
- Insurance available – company pays approximate 70%
- Flexible and generous PTO

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

Email resumé to info@seniormeals.org