



Job Description

Job title:	Executive Assistant
Department:	Administration
Reports to:	President/CEO
Summary	
<p><u>Job Summary</u> We are seeking a highly organized and proactive Executive Assistant who will also serve as office manager. In this dual role, you will provide high-level administrative support to the President/CEO and senior leadership team while managing the day-to-day operations of the office. The ideal candidate will have exceptional multitasking skills and be very detail oriented.</p> <p><u>About the Chamber</u> We are a membership organization that represents more than 1,600 local businesses. We partner with the public sector to administer tourism marketing and job growth for the community. We work to strengthen the local economy, advocate for our members and the community, advance community excellence, and deliver value to our members.</p>	
Roles and responsibilities	
<p><u>Executive assistant duties:</u></p> <ul style="list-style-type: none">• Manage executive calendars, including scheduling meetings, appointments, and travel arrangements.• Prepare and organize documents, reports, catering, and presentations for a wide variety of meetings to include various Board, Committees, staff, and other meetings.• Manage effective filing of Chamber, Economic Development Foundation, and Braunfels Foundation Trust board records.• Facilitate communication and collaboration between departments and teams.• Conduct research and compile data for special projects and reports.• Assist in budget tracking and expense management.• Communicate effectively with board members and other attendees of meetings. <p><u>Office manager duties:</u></p> <ul style="list-style-type: none">• Oversee daily office operations, ensuring a productive and efficient work environment.• Manage office supplies, equipment, and maintenance requests.• Implement and maintain office policies and procedures.• Coordinate office events, meetings, and team-building activities.• Ensure compliance with health and safety regulations.• Supervise guest services staff and schedule to ensure excellent coverage and customer service. <p><u>Additional responsibilities</u></p>	

- Serve as database manager for the Economic Development Foundation.
- Perform various accounting duties in support of the VP Finance and Administration.

Qualifications and skills

Minimum qualifications

- 3+ years of experience as an Executive Assistant, Office Manager, or in a similar role.
- Any combination of education and experience may be considered as a substitute for a degree or years of experience

Knowledge, skills, and attributes

- Self-starter with an ability to organize and complete tasks in an efficient and timely manner.
- Proficient in Microsoft Office Suite and other relevant software.
- Skill in organizing workflow and managing multiple projects .
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Strong problem-solving abilities and attention to detail.
- Flexible and open.

Working conditions and physical demands

- Prolonged periods of sitting at a desk and working on a computer
- Repetitive motions, including but not limited to typing or writing
- Listening/hearing and receiving detailed information through oral communication, including over the telephone
- Seeing details of objects and print, to include fine print and to include both electronic and hard copy text
- Must be able to lift and carry up to 40 pounds

I acknowledge that I have received, read, and understand this Job Description. I agree to perform to the best of my abilities the functions and duties described herein, with or without reasonable accommodation. I understand that this Job Description does not constitute an employment contract or alter my "at-will" employment status. I further understand that the duties and responsibilities described in this Job Description are subject to change or modification, as determined by management, and that I am responsible for performing any job duties, or other tasks, and responsibilities that may be assigned, and/or directed by management.

Employee name

Date

Signature