



Job Title:	Executive Assistant	Position #:	AS-500
Job Family:	Administrative Services	FLSA Classification:	Exempt/Salaried
Reporting Supervisor:	Chief Executive Officer	Salary Level/Range:	AS-V

JOB DESCRIPTION

JOB SUMMARY: The Executive Assistant will provide high-level administrative support to the Chief Executives (C-Suite) in the corporate office.

ESSENTIAL FUNCTIONS:

1. Provides high-level administrative support and assistance to the Chief Executive Officer and/or other assigned leadership staff;
2. Completes meeting arrangements for any meetings with community or business partners;
3. Schedules and attends Board meetings and other meetings on behalf of executives;
4. Completes meeting minutes and agenda drafts for key meetings;
5. Maintains official records of all BestCare Policies and Procedures;
6. Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for the Executive Team;
7. Arranges travel and accommodations for executives and BestCare Board of Directors’ annual retreat;
8. Provides support to Executives to complete monthly expense reports;
9. Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff;
10. Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping;
11. Performs other related duties as assigned by executives;
12. Supports the answering of phones to corporate office and triaging communication to the executive team;
13. Orders supplies and maintains the professional atmosphere of the corporate office.

ORGANIZATIONAL RESPONSIBILITIES:

1. Performs work in alignment with the BestCare’s mission, vision, values;
2. Maintains strict confidentiality as appropriate and required by this position;
3. Supports the organization’s commitment to equity, diversity, and inclusion by fostering a culture of open mindedness, cultural awareness, compassion, and respect for all individuals;
4. Strives to meet Executive Office’s annual goals and support the organization’s strategic goals;
5. Adheres to the organization’s Code of Conduct and Ethics policies, procedures, and other relevant compliance needs;
6. Completes training assignments timely and satisfactorily;
7. Performs other organizational duties as needed;
8. Works independently as well as participates as a positive, collaborative team member

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Business Administration or related field + 4 years of related experience; or
- Associate's degree in business + 6 years of related experience

LICENSES AND CERTIFICATIONS:

- Must have a valid, current Oregon Driver License or obtain one within 30 days of hiring, and be insurable under the organization's auto liability coverage policy

REQUIRED COMPETENCIES: Must have demonstrated competency or ability to attain competency for each of the following within a reasonable period:

- High proficiency in MS Office 365, databases, report-writing, virtual meeting platforms, internet, and ability to learn new or updated software
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Strong customer service skills and demonstrate a positive, solution-oriented focus
- Strong critical thinking skills
- Excellent interpersonal and communication skills (oral and written)
- Excellent organizational skills and attention to accuracy and detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to maintain strict confidence at all times
- Ability to function well and use good judgment in a high-paced and at times stressful environment
- Ability to manage conflict resolution and anger/fear/hostility/violence of others appropriately and effectively
- Ability to work effectively in a diverse, multi-cultural environment
- Ability in building/maintaining relationships
- Ability to work independently as well as participating as a positive, collaborative team member

PREFERRED:

- Bilingual in English/Spanish

TOOLS AND EQUIPMENT USED: Computer/laptop, copy/fax/scanning machines, printer, telephone or multi-line phone.

WORK ENVIRONMENT/PHYSICAL DEMANDS: The work environment is respectful, multi-cultural and inclusive, and the characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the employee to dress in a professional manner that meets the standards for professional attire in Central Oregon. Other conditions/demands include:

- Primarily indoors (95%)
- Prolonged periods sitting at a desk and working on a computer, with occasional standing and walking
- Exerts force or lifts/carries up to 10-20 pounds at times
- Continuous use of arms, wrists, hands to perform repetitive tasks/motions

- Occasional grasping/squeezing and reaching below shoulder-level
- Must be able to hear alarms/telephone/audio/normal speaking voice
- Must have clarity of vision: Near (<20"); Mid (>20" to < 20'); Far (> 20')
- Must be able to drive motor vehicle to perform job
- May be exposed to communicable disease

ACKNOWLEDGEMENT:

I have received, reviewed, and accept the above job description and understand that this does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the business needs for the employer and requirements of the job change.

Employee Name (Print):		Date:	
Employee Signature:			