

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Executive Assistant**

Supervisor: Chief Operating Officer

Classification: Non-Exempt

Proposed Approval Date: September 8, 2021

Date of Last Update: April 2024

SUMMARY:

This position is responsible for general administrative duties, support, and management of the main office functions of the corporation. The position will maintain communication for the organization with the Board of Directors and all other affiliated or subsidiary SWMHP organizations. Other duties include acting as support to the CEO and COO, providing administrative support for senior management staff, participating as a human resources team member with the CEO and COO and primary liaison with third party benefit providers, coordinates all trainings and travel, assists with organizational marketing, some financial, accounting, and asset management functions.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- High School Diploma or equivalent.
- Minimum 3 years clerical experience, human resource experience preferred.
- Extensive organizational skills.
- Good verbal and written skills.
- Ability to handle multiple tasks.
- Ability to work with a variety of people.
- Ability to take direction on multiple projects.
- Computer experience: Microsoft Office (Word, Excel, Access, Power Point) and Adobe.
- Ability to handle multiple mathematical calculations.
- Strong research skills.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Board of Directors Activities: Manage Board of Directors meetings including all schedules, filings, and venues, distributes and assembles meeting packets, maintains records of meeting minutes and actions, and organizes special programs and events.

CEO/COO Support: Manages CEO/COO's calendar and scheduling, managing appointments and interviews, arranges, and organizes special events, works with third parties to schedule

speaking/meeting engagements, coordinates travel, and provides general support for Board/subsidiary/affiliate entity agenda development, and assists with research functions and special projects by identifying and providing background information, interfacing with specialized consultants and scheduling.

Financial Support Functions: Reconciles corporate and CEO & COO credit card accounts, assists with recording of cash receipts, and brings weekly deposit to the bank.

Asset Management Support: Aids the Asset Management department with local property management coordination.

Subsidiary Organizations: Maintain formation documents and set up annual meetings for affiliated entities.

Human Relations/Personnel Functions: Provides administrative support to the CEO & COO on all personnel matters; prepare and maintain employee files; provides support with annual personnel evaluation system; orientation of new employees including obtaining all employment agreements and signatures, coordination with benefit providers, introduction of office functions; conduct benefit enrollment process, manages exit process checklist requirements with departing employees; organizes new employee work stations; process and distributes confidential and sensitive documents while maintaining complete confidentiality; manages all staff credentials including licenses and certifications while maintaining a data base to monitor expiration and renewals.

Office Management: Duties include travel and training arrangements for staff, itineraries, hotel reservations, and maintaining travel data base. Establishes meeting arrangements, provides general communication with agencies, customers, or the public. Manages equipment acquisition and inventory system, organize, and manage records, filing system and records retention policy. Manages technology requests and coordinates with third party IT. Assists with staff recruitment and interview process. Provide back-up assistance for supply ordering.

Outreach and Marketing: Assist with the distribution of organizational marketing materials.

Correspondence and Communication: Prepare memos, letters, minutes, e-mails, media events, public hearings, committee meetings, media notices, etc., as directed by staff, including reporting, and proofreading.

Partnership Vehicles: Provide backup to manage the servicing, cleaning, repairs, and maintenance of the company vehicles.

Travel: Travel within the region and State of Minnesota on occasion and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by Chief Executive Officer/Chief Operating Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date