



Executive Assistant

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Full-time

Employment Type: Hourly

Wage: \$16.00/hr. DOE

Position Description

Capital Area Counseling is looking for an executive administrative assistant to provide a variety of administrative and clerical tasks. This position reports to the CEO and will assist the CEO and leadership staff by handling office tasks; providing polite and professional assistance via phone, mail, and e-mail; making reservations or travel arrangements; and generally being a helpful and positive presence in the workplace.

Candidates should be professional, polite, attentive, and accurate. Candidates must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

Responsibilities for this position include:

- Booking appointments and managing the CEO's schedule
- Handling office tasks such as: filing, generating reports and presentations, setting up for meetings, and reordering supplies
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research
- Maintain communication and assistance via phone, e-mail, and mail
- Anticipate the needs of others in order to ensure seamless and positive experiences
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Answer phone calls and route callers to the appropriate party

Requirements:

- Associate degree preferred
- Prior administrative or assistant experience preferred
- Excellent computer skills/proficient in computer applications, specifically MS Office
- Attention to detail
- Knowledge of office management skills and ability to multi-task and prioritize work
- Problem solving skills
- Excellent communication skills, both verbal and written
- Strong organizational and planning skills