

EXECUTIVE SECRETARY

JOB DESCRIPTION:

We are looking for a competent, EXECUTIVE SECRETARY to support the head of our company. You will be the one to organize and maintain the executive's schedule and assist him by performing a variety of administrative tasks. An ES serves as gatekeeper to all those who request a one-on-one because there will be far more requests than the calendar will hold. They also remind the CEO of events on the calendar and take the initiative to make sure they are prepared with the right documents, and information, perhaps preparing a PowerPoint presentation for his meeting.

The ES corresponds directly with others who are critical to the company's success, and who will soon come to know that the ES can be trusted to follow through. They will handle all confidential and sensitive materials, as well as those that require analyzing before composing detailed responses.

The ES role is an interesting and even exciting one, as they're counted on to conduct research, analyze findings and report on them. At times, the ES may attend meetings alongside the CEO or even attend in his place. Everyone who interacts with the company feels secure, because they know the ES's level of competence.

An ES is expected to act pro-actively and without much supervision, anticipating needs and following through. Neither tight nor long-term deadlines can shake them because they have two middle names: Organization and Prioritization.

The goal is to contribute to the performance of the overall business by ensuring all assigned administrative duties are carried out timely and efficiently.

RESPONSIBILITIES:

- * Maintain executive's agenda and assist in planning appointments, meetings, conferences, etc.
- * Attend meetings and keep minutes.
- * Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.)
- * Make travel arrangements for executive.
- * Handle confidential documents ensuring they remain secure.
- * Prepare invoices or financial statements and provide assistance in bookkeeping.
- * Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.
- * Maintain electronic and paper records ensuring information is organized and easily accessible.

- * Conduct research and prepare presentations or reports as assigned.

JOB REQUIREMENTS:

- * proven experience as executive secretary or similar administrative role.
- * Proficient in MS Office, Excel, and “back-office” software. (Software that does not interact directly with the customer. It provides functionality for internet operations such as enterprise resource planning ERP, inventory control, manufacturing and all the chain activities associated with the procuring of goods, services and materials.)
- * Familiarity with basic research methods in regards to current and new Indigenous artistic products, and reporting techniques.
- * Excellent organizational and time management skills.
- * Outstanding communication and negotiation abilities.
- * Knowledge of bookkeeping and basic accounting.
- * Integrity and confidentiality.
- * Degree in business administration or relative field.
- * Leadership ability but also comfortable as a team player.
- * Presents oneself in a business-like manner and decorum.

THREE RELEVANT REFERENCES REQUIRED.

CURRENT SECURITY CLEARANCE REQUIRED.

If you are interested in this position with Native Renaissance 2, please send your resume to nardakj@bell.net. Deadline is May 31, 2018.