A close up of a logo

Description automatically generated**Executive Assistant**The Executive Assistant acts as the main point of contact for the Executive team. Accountable for knowing the CEO’s schedule and assuring meetings and tasks are completed in a timely manner. Provides assistance with administrative duties at the Executive level. Upholds LEL’s vision, mission and values.

**Reports to:**Chief Executive Officer (CEO)

**Position Title will**:

* Assists the CEO with daily schedule and tasks
* Assists the all Executive team members
* Filters incoming calls for Executive team
* Creates and implements On-Call schedule
* Supports all areas of the company at the executive level including Carter’s Play Place
* Responsible for booking travel accommodations for Executive team
* Responsible for ordering, restocking and inventory of office and kitchen supplies for Executive suite
* Responsible for all Executive related incoming and outgoing mail/packages
* Manages the Executive suite conference room
* Attends Executive meetings
* Schedules Zoom meetings that pertain to the Executive team
* Provides as a back for the Administrative Assistant when answering phones and greeting walk-ins
* State notary
* Participates in LEL’s Good Life program by providing direct care to an LEL Individual, goal is eight hours a month.
* Any other duties requested by LEL

**Qualifications:**

* High school diploma or GED equivalent, Associate degree in office administration, business management or related field preferred
* Waiver experience a plus, but not required
* Minimum one (1) year experience in administration assisting required, executive level preferred
* Ability to travel, minimal
* Ability to work evening and weekend hours, minimal
* Knowledge of Microsoft Office including:
  + Outlook
  + Word
  + Excel
* Excellent verbal and writing skills
* Proficient time management skills
* Strong organizational skills and detail oriented
* Ability to multi-task and meet deadlines
* Ability to handle sensitive, confidential information
* Positive and pleasant attitude

**Physical Requirements**:   
The employee must:

## Regularly:

### Speak;

### Hear (both in person and using a telephone);

### Sit;

### Use hands to manipulate, handle or feel;

### Reach with hands and arms and

### Lift and/or move up to five (5) pounds.

## Frequently:

### Stand, walk, stoop or kneel and

### Lift and/or move up to ten (10) pounds.

## Occasionally:

### Operate a non-commercial automobile for distances up to **500** miles;

### Climb and/or straddle and

### Lift and/or move up to twenty **(20)** pounds.

While performing the duties of this job, the employee is regularly exposed to an office environment in which the noise level is usually low to moderate. The employee is occasionally exposed to outside weather conditions as well as Client residences in which the noise levels are usually moderate.

Employee Signature Date

Supervisor Signature Date