

Job Title:	Executive Assistant	Department:	Executive
Reports To:	Vice President(s)	Supervises:	0
Last Modified:	May 2010	Exempt / Non Exempt	Exempt

Job Summary:

This position provides administrative support for the Vice President of Market Management & Program Development and to the Vice President of Hospitality and Healthcare of NSU. Manages the calendars, schedules and diaries of the Vice Presidents to reduce administrative burden and assist in maintaining focus on designated priorities. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Familiar with a variety of the company's practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of judgment and initiative is expected.

Responsibilities and Duties:

- Schedule all appointments and coordinate all travel arrangements. Coordinate meetings - internally and externally.
- Assist as needed in special projects. Must be able to set time tables, schedules, conduct research, develop, and organize information into high level presentation format.
- Schedule and confirm business and personal appointments
- Coordinate and schedule travel and accommodations
- Coordinate and schedule events and meetings
- Coordinate receipt, review, sorting, prioritizing and filing of correspondence.
- Maintain dairies and initiate follow-up with executives to ensure timely handling of important issues
- Prepare executive expense reports
- Screen emails and phone calls for importance/priority
- Enter/Update Outlook Contacts
- Schedule lunch/dinner reservations
- Provide concierge type services (reservations, miscellaneous errands)
- Coordinate and assist with special projects
- Data entry and filing
- Other duties as assigned

Knowledge, Skills, and Abilities:

Technical:

- Must be proficient user of MS Word, Excel, PowerPoint, and Outlook.
- Excellent written and oral communication skills.
- Must have previous experience with event/project coordination
- Typing skills of 65+ wpm
- Insurance background preferred

Behavioral:

- Attention to Detail:
- Planning, Prioritizing & Goal Setting:
- Decision Making & Problem Solving:
- Communication:
- Flexibility:
- Initiative:

Physical & Office

- Handles routine office work. Job requires data entry into computers, handling files, possibly carrying a laptop computer.
- Working knowledge of phone systems and basic office machinery and equipment; Windows, Outlook, Word, Excel; ACT or similar contact management software, standard typewriter; ability to learn enterprise software (ConceptOne by Epic Solutions)

Credentials and Experience:

- Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area
- Previous experience maintaining executive work and travel schedules.

Special Requirements

- Must occasionally travel on business.
- Must occasionally be willing to work evenings, holidays, and weekends to meet business needs