

## **GREATER CLEVELAND PARTNERSHIP POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Executive Assistant
<b>TEAM:</b>	Talent
<b>REPORTS TO:</b>	Senior Vice President, Talent
<b>FLSA CLASSIFICATION:</b>	Non-Exempt

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### **POSITION SUMMARY:**

The Executive Assistant performs a variety of administrative duties in support of the Senior Vice President, Talent; Supports the administrative functions for the Apprenticeship Hub as directed by the Vice President, Talent Solutions; Provides support to other senior leaders as needed. Organization, attention to detail, effective follow-through, awareness of protocol, and discretion are essential to this position.

### **ESSENTIAL FUNCTIONS:**

- Manage the schedules of the SVP, Talent acting as gatekeeper, maintaining appointment schedules, scheduling follow-up meetings as needed, and maintaining communication with external contacts as directed.
- Schedule on-site and off-site meetings with internal and external constituencies and arrange suitable logistics and hospitality necessary to ensure meeting success.
- Provide support including, but not limited to, document preparation, scheduling, and planning, for matters pertaining to the Apprenticeship Hub as directed by VP, Talent Solutions.
- Direct all primary office support for assigned Senior Staff Members up to and including filing, reception and screening of telephone calls and messages, and mail distribution.
- Manage all travel arrangements including flights, hotel, reservations and schedules.
- Perform complex and confidential administrative duties.
- Manage relationships with Board members' assistants, as well as assistants with partners supporting our Talent work.
- Organize meeting arrangements, including location, food, invitations, attendance rosters, set-ups, etc. Assists onsite to ensure a positive meeting experience.
- Prepare and edit memos, correspondence, reports, minutes, presentations, etc. Composition of correspondence is required.
- Manage special projects and initiatives as assigned.
- Provide for the training and coordination of the work of any temporary or permanent Talent (including interns)
- Work in conjunction with other executive assistants (and the facilities manager, as appropriate) to jointly manage the refreshment center and reach consensus on needs.
- Input data into apprenticeship tracking software systems for pre-apprentices and registered apprenticeships
- Update CRM apprenticeship data fields for all active employer sites
- Communicate via email and phone with employers for compliance with registered apprenticeships

- Maintain thorough knowledge of GCP's practices, policies, and organization, and use considerable judgment and independent action.
- Other job-related duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Minimum of 5 years' experience working as an executive assistant in a fast-paced, multifaceted organization.
- High School diploma required. Associate or bachelor's degree preferred.
- Experience with a membership organization preferred.

### **REQUIRED SKILLS:**

- High level of tact, discretion, and patience
- Comfortable with frequent interaction with business and nonprofit executives.
- Ability to handle high pressure situations
- Strong time management skills.
- Ability to maintain strict confidentiality.
- Strong knowledge of standard office practices and procedures.
- Strong interpersonal and customer service skills.
- Excellent verbal and written communication skills, as well as strong grammar and proofreading skills.
- Ability to handle multiple projects on deadline and to anticipate problems and needs.
- Proficient in Microsoft Office Package (Word, Excel, Access, and PowerPoint) and Microsoft Outlook; mail merge practice is essential.
- Self-starter, independent worker with an ability to see projects through to completion without supervision.
- Detail-oriented with an emphasis on strong organizational skills.
- Proactive problem-solver able to work in a fast-paced environment with competing demands.
- Works well independently while being part of a larger team.
- Ability to represent GCP in a professional manner at all times.
- Strong math and accounting skills with ability to use spreadsheet programs.

### **PHYSICAL REQUIREMENTS:**

- May be required to work more than 8 hours during a workday
- Sitting for long periods of time
- Limited travel/driving required
- Significant manual dexterity for keying in data for long periods of time

### **SCHEDULING REQUIREMENTS:**

- Must be available to work occasional off-hours
- Must be available during standard business hours
- Very limited flexibility to schedule activity without the approval of supervisor
- This position may not be performed from a remote location except in unique, pre-approved situations.