



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking an Executive Assistant, who will be responsible for providing secretarial and administrative support in a well-organized and timely manner. He or she will work on a one-to-one basis on a variety of tasks related to the executive's working life and communication.

Minimum Qualifications:

- Bachelor's Degree
- 3 years of experience reporting directly to senior management
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor

Essential Functions:

- Acting as the administrative point of contact between board members, executives and internal/external contacts
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Handle requests and queries appropriately
- Completes projects which may include collecting data from other staff
- Manage schedule, arrange meetings and appointments and provide reminders
- Make travel arrangements when necessary
- Transcribe and distribute minutes of monthly board meetings
- Produce reports, presentations and other documents as requested
- Files, photocopies, and collates department materials
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality
- Perform HR related work when necessary
- Run errands
- Attend administrative team meetings
- Trouble shoots office equipment problems
- Orders, receives and maintains office supplies

Compensation: Commensurate with qualifications and experience

Hours: 25 hours per week, Monday to Friday

To Apply: Submit your cover letter and resume to:

Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date:

January 15, 2019

Application Deadline:

Until filled

Hamilton-Madison House is an Equal Opportunity Employer