



**Job Title:** Executive Administrative Assistant

**Date:** October 2010

**FLSA Exemption Status:** Non-Exempt

**General Summary:** Manages a variety of administrative and general office activities supporting the CEO, CFO and certain other senior executives.

**Principle Duties & Responsibilities:**

- Performs administrative duties for the CEO, CFO and certain other senior executives.
- Maintains knowledge of corporate policies and practices and has access to confidential information.
- Analyzes and organizes general office operations and procedures such as record keeping, information management, filing systems, requisition of supplies, and other administrative services.
- Coordinates meetings, maintains calendars, and makes travel arrangements.
- Interacts with complex and often times confidential business contacts as well as external and internal people of all levels.
- Manages legal and contract files.
- Maximizes office productivity through proficient use of appropriate software applications.
- Performs other duties as assigned.

**Education and Work Experience:**

High school education or equivalent required; some college preferred. Typically requires 6 to 9 years of administrative experience, including senior executive support. Notary Public license in North Carolina preferred.

**Specialized Knowledge and Skills:**

Excellent grammatical, spelling and related communications skills; good oral and written communication skills general. Gathers and analyzes information skillfully, identifies and resolves problems in a timely manner, responds promptly to business needs, maintains confidentiality, able to take initiative and use independent judgment, balances team and individual responsibilities.

**Equipment and Applications:**

PC's, proficiency with Microsoft Office. Experience with accounting software preferred.

**Work Environment and Physical Demands:**

General office environment. No special physical demands required.

**Disclaimer:**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.