

JFS, Columbus has a job opening for a Part Time, Executive Assistant, (18-20 hrs per week).
Please submit a letter of interest, resume and pay requirements to employment@jpscolumbus.org by July 30th, 2010.
Individuals will be contacted for interviews beginning August 1st.

Job Description:

- Provide high-level administrative support for executive management.
- Responsibilities may include screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff, and maintaining customer, donor and board relations
- Will also perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Requires strong computer and internet research skills.
- Assist in planning events
- Also calls for flexibility, excellent interpersonal skills, organization/project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
- Must be detail oriented and level headed

What It Takes to Do this Job...

Tasks

- Manage and maintain executives' schedules
- Prepare invoices, flyers, presentations, charts, reports, memos, general correspondence, thank you letters and other documents, using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Assist with meeting/event planning including location, food, vendors etc.
- File and retrieve corporate documents, records, and reports
- Greet visitors and determine whether they should be given access to specific individuals
- Prepare responses to correspondence containing routine inquiries
- Take and distribute meeting minutes

Knowledge

- **Clerical:** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology
- **Technology Proficiency:** Must be able to use Microsoft Office Suite (Word, Powerpoint, Excel, Publisher and Outlook) at an intermediate to advanced level
- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

This person will support the CEO. The hourly rate for this position is \$14.00/hr to \$18.00/hr.

JFS is an Equal Opportunity Employer. Please share this information with your network, and help us to find the best qualified individual to join our team.