



Executive Assistant

Reports to the Center Director and is an hourly, non-exempt position. Performs complex secretarial and clerical tasks using a personal computer. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Types business letters, memoranda, reports, charts, etc. on a personal computer.
- Composes and prepares routine correspondence for signature.
- Takes and transcribes dictation.
- Independently prepares recurring reports for review and signature.
- Sends and retrieves messages via email.
- Faxes and retrieves incoming messages on a regular basis.
- Performs system backup procedures on the computer.
- Maintains a safe environment for all computer equipment, data files, supplies, etc.
- Attends meetings and conferences to furnish information and take notes.
- Schedules appointments and maintains the Director's calendar.
- Arranges for meetings and conferences. Makes travel arrangements as necessary.
- Assists the Director with preparations and arrangements for special events.
- Establishes and maintains confidential files and records.
- Proofreads and corrects grammatical, punctuation and spelling errors.
- Answers telephones and directs calls to appropriate person. May handle routine calls if informative on subject.
- Orders necessary office supplies and equipment.
- Operates office machines and instructs others in the operation of same.
- Assists in the training of new clerical personnel.
- Attends in-service training sessions.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- High School graduate or equivalent. Prefer two-year business college degree.
- Three years practical experience.

Additional Requirements: Ability to perform secretarial duties without immediate and constant supervision. Ability to type accurately at a fast speed. Ability to take dictation at a fast speed. Proficiently operate a personal computer. Working knowledge of software applications such as Word Perfect, MS Word, Excel, Lotus 1-2-3. Thorough knowledge of office procedures. Good organizational skills. Thorough knowledge of office procedures. Excellent communication skills, both oral and written. Sound telephone techniques. Ability to proofread and correct grammatical, punctuation and spelling errors.

Working Conditions: This position involves frequent sitting, Occasionally, position involves standing, walking, bending, stooping and squatting. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.