

## **LIFESPACE COMMUNITIES, INC.**

### **JOB DESCRIPTIONS**

#### **CORPORATE POLICY: J15**

#### **EXECUTIVE ASSISTANT**

**SUMMARY:** The Executive Assistant works under the direct supervision of the President/CEO. Under limited supervision manages the operation of the corporate office and performs specialized administrative tasks in support of the Chief Executive Officer (CEO), Chief Operating Officer (COO), and Chief Financial Officer (CFO).

**REPORTS TO:** CEO

#### **ESSENTIAL DUTIES, TASKS, AND RESPONSIBILITIES**

##### **ADMINISTRATIVE**

1. Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive and board of directors' meetings.
2. Answer phones and direct all incoming calls to appropriate party promptly and efficiently
3. Assist executives with preparation of presentation materials
4. Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
5. Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
6. Arrange travel schedule and reservations for executive management and board of director's as needed
7. Coordinates and prepares the correspondence, forms, reports, and similar data to produce a final format for mailing or documentation, independently composing drafts and typing from rough drafts for the CEO, COO, and CFO.
8. Organizes, secures, and files all general correspondence, administrative reports, legal documents, financial reports, banking records, employee benefit records, and other related documents under the guidelines of the retention policy.
9. Responsible for the electronic/scanning of documents and implemented in our paperless archive under the guidelines of the retention policy.
10. Coordinates monthly mailing and Board Meeting mailing materials by gathering information, assembling, and distributing to attendees. This involves setting deadlines and ensuring a timely response.
11. Independently handles administrative requests from the Board of Directors, the Executive Directors, and staff of the Lifespace Communities.

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12. Arranges for and administers meeting locations, accommodations, and schedules travel arrangements for President/CEO and Board of Directors. Negotiates contracts to reserve hotel accommodations, meeting rooms, and catering arrangements for President/CEO and Board of Directors for Board Meetings and other travel and meetings, ensuring special needs are met. Reviews and reconciles meeting billing statements with contractual agreements and other travel arrangements to ensure appropriateness, with accountability to the President/CEO and Board of Directors.
13. Orders, inventories, and stores office supplies to meet the needs of the corporate office.
14. Performs other duties, responsibilities, and special projects as assigned by the President/CEO., VP/COO, VP/CFO, and the Director of Finance and Accounting.
15. Records the minutes from various executive meetings and distributes as appropriate.
16. Serve as Notary Public.

**ACCOUNTING**

1. Review and balance all incoming expense reports from Board of Directors and executive staff.
2. Assist the Director of Finance and Accounting with Accounts Payable and other projects as assigned.

**ASSISTS ADMINISTRATIVE SUPPORT STAFF**

1. Serves as the backup receptionist in the absence of the receptionist/administrative support personnel.
2. When necessary to ensure timely work flow

**EDUCATION**

Associates Degree or Bachelor's Degree preferred.

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**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. 5+ years experience supporting at the executive level
2. Excellent calendar management skills, including the coordination of complex executive meetings
3. Experience assisting management with the creation of PowerPoint presentations
4. Strong knowledge of MS Office, including Word, Excel, PowerPoint, and Publisher
5. Experience scheduling travel arrangements for management
6. English, including grammar, spelling, punctuation, and style as related to composing and completion of projects and documents.
7. Ability to greet the public in a pleasant and courteous manner, relating to all sectors of the general public, Board of Directors, facility Executive Management and residents of Lifespace Communities, and others, providing assistance as necessary, projecting a positive image of the corporation.
8. Ability to organize time and work flow to meet the demands of the corporate office, coordinating gathering information from the Lifespace Communities.
9. Strong communication skills, verbal, and written.
10. Discretion, tact, and diplomacy in dealing with complex issues, maintaining confidentiality.
11. Ability to work independently with little supervision.

**FLSA STATUS**

Non-exempt. For FLSA, working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour lunch break. Hours may be modified based upon business necessity.

**WORKING CONDITIONS**

General office with appropriate business dress and personal hygiene.