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Executive Administrative Assistant and Scheduler

Hiring organization

Accents Jobs

Employment Type

Full-time

Duration of employment

Six (6) Months

Job Location

Washington DC, United States

Date posted

August 11, 2024

Description

We are hiring an Executive Administrative Assistant and Scheduler for a client. The candidate will support the Board of Directors, agency executives, delegates, and key contacts. This role needs someone with a strong, calm, and professional presence, excellent organizational skills, and the ability to work well in a fast-paced environment. The ideal candidate should be self-motivated, handle confidential information with care, and consistently produce high-quality work with attention to detail.

Responsibilities

- Manage and coordinate schedules using Microsoft Outlook.
- Organize meetings, conferences, and appointments across different time zones.
- Manage virtual meetings via Microsoft Teams.
- Handle travel arrangements using the Concur system, ensuring compliance with company policies.
- Maintain and organize records and documents.
- Create and distribute reports, presentations, and other documents.
- Manage projects and ensure timely completion of tasks.
- Communicate clearly and professionally, both verbally and in writing.
- Handle confidential information with care.
- Assist with various tasks as needed.
- Continuously improve skills through self-directed learning.

Qualifications

- High school diploma, GED or equivalent.
- Hybrid position with on-site requirement of 3+ days per week.
- Strong experience as an Executive Assistant or in a similar role, with at least 5 years of office administration and scheduling experience.
- Proficient in Microsoft Office 365, including Outlook, Word, Excel, PowerPoint, OneDrive, and SharePoint.
- Skilled in managing schedules and communications using Microsoft Outlook and Teams.
- Experience with Concur or similar travel management systems.
- Excellent organizational, reporting, and project management skills.
- Strong verbal and written communication abilities.
- Ability to type and produce documents quickly and accurately.
- Capable of working independently, managing multiple tasks, and meeting deadlines in a fast-paced environment.
- Preferred Certification and/or Licensing: Microsoft Office Specialist (MOS) Certification.