



*Our Mission: To leverage the power of food to end hunger and build healthier communities.*

**Revised:** August 2018

**Title:** Executive Administrative Assistant

**Department:** Executive/HR

**Reports to:** Executive Director and Director of Human Resources

**Status:** Full-time, Hourly, Non-Exempt

### **General Description**

The Executive Administrative Assistant [EAA] provides high level administrative support to the Executive Team and the Human Resources Department of the organization. The EAA is responsible for a variety of administrative tasks within these departments and is expected to manage competing priorities, deadlines and last minute requests. This position requires a high level of professionalism and confidentiality. A successful EAA is someone who is detail oriented, organized, and flexible.

### **Primary Duties and Responsibilities** (Other duties may be assigned)

#### **Executive Support**

- Completes a broad variety of administrative tasks for the Executive Director (ED) including: managing an active calendar of appointments; completing expense reports and accounts payable vouchers; composing / preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas
- Handles phone, email and postal mail inquiries for ED and responds appropriately
- Works closely and effectively with the ED to keep her well informed and prepared for upcoming commitments and responsibilities
- Provides a bridge for smooth communication between the ED's office and other Foodlink departments/staff members
- Assists in coordinating the agenda of leadership team meetings and all-staff meetings
- Participates as an "adjunct" member of the Executive Team by assisting in scheduling meetings and attending /taking minutes when necessary
- Provides support to Executive team by scheduling and coordinating appointments and travel upon request

#### **Board Support**

- Assists the Director of HR in providing administrative support to the Foodlink board of directors
- Maintains discretion and confidentiality in relationships with all board members

#### **HR Support**

- Responsible for a broad variety of administrative tasks including: accounts payable for the department, filing confidential records, processing confidential paperwork including employment verifications, support orders, unemployment claims etc.
- Supports the recruitment processes by posting open positions and scheduling interviews
- Processes background checks and motor vehicle records
- Prepares and processes new hire and termination paperwork
- Conducts new hire orientations
- Provides support to the payroll process as needed
- Responds to hr, benefits and payroll inquiries from employees, providing a high level of customer service
- Assists the DHR with preparation for meetings and trainings including scheduling, printing documents, preparing power point presentations and other administrative needs.
- Coordinate company apparel orders quarterly and annually
- All other tasks as assigned

## **Minimum Qualifications**

- Bachelor's degree preferred or equivalent combination of education and experience
- 3+ year's administrative experience
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Proven ability to handle confidential information with discretion, must be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*

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### **The Foodlink Way**

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

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***Everyone is welcome here!*** Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.