

Job Title: Executive Assistant**Job Type: Full-Time****Job Summary:**

We are seeking a highly organized and pro-active Executive Assistant to support our executive team in managing daily operations and ensuring the smooth flow of business activities. The ideal candidate will be proficient in Microsoft Products, have experience with accounts receivable and accounts payable, and possess excellent multitasking skills. This position requires an individual with a professional demeanor, strong communication abilities, and the capacity to interact with high-profile external stakeholders. It also requires the ability to write meeting minutes and support the production of meeting materials. The Executive Assistant will manage executive calendars, coordinate meetings, assist with various administrative duties, including after-hours work when necessary, and ensure the efficient operation of office supply procurement and inventory management. Experience working in an association or chamber environment is preferred.

Key Responsibilities:

- **Executive Support:**
 - Manage and maintain executives' schedules and calendars, coordinating appointments, meetings, and travel arrangements.
 - Prepare and organize materials for meetings, ensuring executives are well-prepared.
 - Act as a liaison between executives and external/internal stakeholders, ensuring effective communication.
 - Handle sensitive and confidential information with discretion.
- **Accounts Management:**
 - Manage accounts receivable and accounts payable processes, ensuring timely and accurate transactions.
 - Reconcile financial discrepancies and follow up on outstanding payments.
 - Assist in the preparation of financial reports as needed.
- **Administrative Support:**
 - Handle routine correspondence and emails on behalf of executives, responding to inquiries as appropriate.
 - Coordinate and schedule meetings, both internal and external, ensuring all details are handled smoothly.
 - Organize and maintain files and records, ensuring all documents are up-to-date and easily accessible.
- **Board of Directors Support:**
 - Write and distribute minutes for meetings, ensuring accuracy and timeliness.
 - Support the production and organization of meeting materials, including agendas, presentations, and reports.
 - Coordinate logistics ensuring that all preparations are completed in advance.
- **Procurement & Office Supplies Management:**

- Track and manage office supply inventory, placing orders as needed to avoid shortages.
 - Coordinate with vendors and suppliers to ensure timely delivery and cost-effective purchasing.
- **Project Management & Multitasking:**
 - Assist in the coordination of multiple projects, ensuring deadlines are met and tasks are prioritized effectively.
 - Manage time efficiently, handling multiple requests simultaneously and ensuring high-quality outcomes.
- **Team Collaboration:**
 - Work closely with other team members to ensure a smooth and productive work environment.
 - Be a proactive contributor to team objectives, demonstrating flexibility and a cooperative attitude.
- **Stakeholder Interaction:**
 - Professionally interact with high-profile external stakeholders and partners, representing the company with integrity and professionalism.
 - Coordinate and facilitate communication and meetings with external parties, ensuring positive relationships are maintained.
- **After-Hours Support:**
 - Occasionally assist with after-hours duties, including events, urgent communications, or other administrative tasks, as needed.

Required Qualifications:

- Proven experience as an Executive Assistant or in a similar administrative support role.
- Proficiency in Microsoft Products and other office software applications.
- Solid understanding of accounts receivable and accounts payable functions.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent verbal and written communication skills.
- Ability to maintain a professional demeanor while interacting with high-level stakeholders.
- Strong attention to detail and problem-solving skills.
- Ability to work both independently and as part of a team.
- Professionalism in handling discretion and confidentiality.

Preferred Qualifications:

- Experience in handling executive-level scheduling and calendar management.
- Familiarity with financial software and tools for account management.
- Prior experience working in a fast-paced and dynamic environment.
- Experience in an association or chamber environment.
- Ability to write accurate and professional minutes for meetings.
- Experience supporting the preparation of meeting materials, including agendas and presentations.
- Experience in procurement and office supply management, including inventory tracking and vendor coordination.

Work Environment & Physical Demands:

- This is a full-time, in-office position with occasional after-hours duties.
- Must be able to work in a fast-paced environment and manage competing priorities effectively.

Salary Range: \$60,000 - \$75,000

Please send resumes/cover letters to OCBC Senior Vice President & COO Paul Simonds at psimonds@ocbc.org.