

Non profit Seeks Senior Administrative Assistant

Senior Administrative Assistant Primary Duties and Responsibilities:

- Maintain scheduling and appointments for Director
- Maintaining contact databases
- Improving time management
- Making travel arrangements
- Managing heavy phone volume and appropriate messaging
- Creating and distributing internal and external communications in a timely fashion
- Using discretion with sensitive and confidential information
- Proactively ensures the team is properly prepared for meetings, i.e., presentation preparation, logistics, greeting, A/V requirements and coordination of internal and external schedules
- All other additional work duties as required

Experience and Qualifications Required:

- Associate Degree preferred
- 2 to 3 years prior work experience in similar capacity
- Ability to build good working relationships with partners
- Exceptional organization, communication and presentation skills
- Flexibility and the ability to manage multi-tasks with minimal oversight
- Demonstrated skills in Microsoft Office, Word, PowerPoint, Excel, and Electronic Messaging/Correspondence

Resume with 2 letters of recommendation should be mailed to:

Administrative Assistant Position
P.O. Box 502
Rio Grande City, Texas 78582