****

**Executive Assistant to the President’s Office**

**JOB DESCRIPTION**

**Summary**The executive assistant provides high-level administrative support to Loyola Academy’s senior executives. This individual will be responsible for handling information requests and performing administrative support duties such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.  Due to the nature of this role, an individual must have experience dealing with confidential matters and using appropriate discretion at all times.

**Essential Functions**

1. Type reports, memos, letters and other documents using word relevant computer software.
2. Answer phone calls and direct calls to appropriate parties or take messages.
3. Record, type and distribute meeting minutes.
4. Greet visitors and determine whether they should be given access to specific individuals.
5. Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
6. Perform general office duties such as ordering supplies and maintaining records. File and retrieve documents, records and reports.
7. Make travel arrangements for executives.
8. Schedule meeting; Coordinate catering for the meetings.

**Competencies**

1. Communication Proficiency.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Understanding the importance of confidentiality and discretion.

**Supervisory Responsibility**This position has no supervisory responsibilities.

**Work Environment**This job operates in a professional office environment within Loyola Academy. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Position Type and Expected Hours of Work**This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4 p.m.

**Travel**No overnight travel is expected for this position; An occasional longer shift may occur. Advanced notice will be provided.

**Required Skills**

1. Minimum of 5 years of experience supporting senior executives.
2. Advanced understanding of Microsoft Office suite
3. Strong Organizational Skills
4. Ability to Multitask with several projects
5. Excellent Time Management Skills

**Preferred Education and Experience**Associate’s degree or bachelor’s degree; or, significant executive assistant experience in lieu of.