

Executive Assistant to the CEO

Job Details

Job Title	Executive Assistant to the CEO
Supervision	CEO
Position	1.0 FTE, Salary
FLSA	Exempt, not eligible for overtime
Benefits	Medical, vision, dental, life and retirement
Schedule	8 a.m.-5 p.m., Monday through Friday
Telecommuting	Remote, Oregon preferred
Salary	DOE; competitive with outstanding benefits

Position Summary

This exciting role providing comprehensive support to the CEO requires superior attention to detail, exceptional organizational skills, and the ability to balance multiple critical requests independently. A high level of integrity and discretion is required in handling confidential information, as well as professionalism in dealing with senior professionals inside and outside the organization. The successful candidate will possess the ability to complete complex tasks and projects and prepare and analyze basic financial information and reports. The Executive Assistant is integral in managing relationships and accomplishing desired outcomes in a manner that is representative of the CEO's values, goals, and priorities.

Key Responsibilities

Executive Support

- Manage the CEO's calendar, coordinating both internal and external meetings, and ensuring adequate member visits are being scheduled
- Manage the CEO's inbox, assisting with correspondence and organization
- Coordinate the CEO's travel arrangements
- Prioritize and determine the appropriate course of action or response to incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature

- Prioritize inquiries and requests while troubleshooting conflicts; making judgments and recommendations based on the CEO's priorities to ensure smooth day-to-day operations
- Anticipate the CEO's needs in advance of meetings, conferences, and travel
- Provide "gateway" role, facilitating smooth and effective communication between the CEO and staff
- Take comprehensive notes in various meetings
- Report and record expenses in coordination with the accounting department
- Screen phone calls for the CEO and handle or re-direct as needed
- Schedule lunch and dinner meetings, researching and reserving restaurants appropriate for the meeting type
- Coordinate the CEO's review, approval, and signature of documents
- Coordinate gifts for board members, staff, and others as requested
- Maintain Salesforce and other databases with contact information, independently researching the CEO's calendar and inbox to determine information to be added
- Complete a variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization

Board of Directors Support

- Plan, organize, and attend virtual meetings and in-person retreats for the Board of Directors
- Assist in coordinating the agenda for Board of Directors meetings and retreats
- Maintain contact information for the Board of Directors
- Take detailed meeting minutes in the virtual and in-person Board of Directors meetings

Member Service

- Act as the point of contact among executives, employees, clients and other external partners

Travel

- Minimal travel within Oregon and Washington is required for this position

Qualifications and Responsibilities

Minimum qualifications include:

- 5+ years experience in an administrative/executive support or similar role
- Outstanding organizational and time management skills, for yourself and others

- Ability to prioritize multiple tasks independently
- Strong written and verbal communication skills, with an understanding of remote team communication styles
- Proficiency in office software and ability to learn other enterprise software
- An academic background (Bachelor's degree or equivalent preferred) from an accredited college or university with an emphasis in business administration or a related field, and a solid background in customer service and office support principles of a small business.
- Demonstrated experience in office support of a small business, including customer service, organizational operations, policies, and budget

About OETC

Who We Are

OETC is a nonprofit purchasing consortium dedicated to making purchasing technology simple, reliable, and affordable to meet the needs of education. In 1983 a group of innovative Oregon educators founded OETC as a way to manage the purchase of computers and software. Since then, OETC has grown to represent the needs of over 1,000+ schools, districts, universities, and libraries across the Pacific Northwest. We now manage \$75 million in sales with a nearly \$2 million budget. OETC harnesses our memberships' collective purchasing power to organize cooperative purchases through competitive bidding processes.

How to Apply

Submit a résumé and cover letter using the form on the OETC Jobs Page, oetc.org/jobs. The position will be filled as soon as a qualified applicant is found.