

THE MOUNT

EDITH WHARTON'S HOME

Administrative Assistant – Full-time Exempt

Overview:

The Administrative Assistant is responsible for a broad range of duties associated with the operation of the organization. This position provides high-level administrative support and clerical functions such as answering the main phone, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Serves as first point of contact for the organization. Provides direct support to the Executive Director.

Responsibilities:

- Supports the day-to-day operations of the organization with a high level of professionalism.
- Oversees office operations including answering the main information phone line for the organization.
- Compose and produce business correspondence, reports and related materials.
- Edit documents produced by others.
- Ensure confidentiality and control access to sensitive information.
- Serve as internal resource to administrators and staff.
- Perform administrative duties associated with scheduling and coordinating meetings and planning events.
- Record and prepare minutes of organization meetings.
- Serve as Board of Trustees liaison, which involves preparing agendas, assembling materials for meetings, taking minutes, and disseminating them. Update Trustee information and keep Board listings up to date.
- Oversight of organization info email.
- Add and update organization information to web-based platforms.
- Assist Development department with e-blasts to members/donors.
- Provide social media platform support as needed.
- Manage company-wide calendar.
- Create, assemble, and distribute press kits.
- Manage press file and maintain annual media logs.
- Maintain photo library.
- Collect and process mail on a daily basis.
- Maintain office and seasonal satellite petty cash banks.
- Maintain office supplies inventory by checking stock to determine inventory level/anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

- Human Resource functions: maintain tracking of staff paid time off; prepare bi-weekly payroll summary; post and track vacant job positions; process bi-weekly payroll in the absence of the Finance Director.
- Assist other organization departments when necessary.
- Performs other duties as assigned.

Necessary Knowledge, Skills and Abilities:

- Very strong interpersonal and listening skills and the ability to build relationships with staff, board members, external partners, visitors and donors.
- Strong organizational and time management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Pleasant and professional phone manner.
- Highly resourceful team player.
- Demonstrated proactive approaches to problem solving.
- Flexible with the ability to multi-task in a highly demanding and sometimes stressful environment.
- Able to give and receive constructive feedback in any given situation.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer service and response.
- Must possess a deep knowledge of Microsoft Office email/calendar tools.
- Proficiency using multiple desktop and mobile software programs including Word, Excel, Outlook as well as computer literacy and ease in learning new software systems: Windows and iOS
- Experience working with Eventbrite, WordPress, and MailChimp preferred.

Education/Experience:

Associate's degree

2-4 years of related experience

Special Requirements:

Must have a valid Driver's License and clean driving record

Physical Demands:

Work is normally performed in a typical office work environment. This position requires sitting for long periods of time, although the work may require occasional standing or walking. May be required to occasionally lift and/or move up to 30 pounds. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

The Mount is an equal opportunity employer.

Cover letter and resume required for consideration