



Executive Administrative Assistant

Position Title: Executive Administrative Assistant
Department: Administrative
Reports to: CEO
Salary Range: Depending on experience
FLSA Status: Exempt

The Research Triangle Foundation of North Carolina (RTF or Foundation), the owner and developer of The Research Triangle Park, seeks an Executive Administrative Assistant to support the CEO. This position will not only provide administrative support as described below but will always strive to do more, anticipate needs and proactively identify ways to add value to the overall organization. The Foundation is seeking an individual with an outstanding work ethic. Candidates must have the ability to work independently and as part of a committed team and be dedicated to creating a quality product.

Duties and Responsibilities

- Provide direct administrative support and coordination to multiple Boards of Directors and Committees, including but not limited to working with the Executive Team and the Chairman to schedule and execute meetings, prepare and distribute agendas and related materials, attend and prepare meeting minutes, maintain official records, and assist in follow through on decisions and actions.
- Provide administrative assistance to the CEO as required or requested including word processing, transcription, information research, filing, and taking and directing telephone calls.
- Handle phone calls, emails and requests for meetings with the CEO and interact with high level business leaders in a professional manner.
- Build trust and credibility with other administrative team members as well as the entire organization.
- Oversee annual compliance requirements for Boards and Committees.
- Proactive management style to anticipate needed support for internal/external meetings.
- Handle confidential information which would have immediate negative impact on the company operations, performance or value if shared beyond its intended audience.
- Coordinate internal and external meetings and conference calls including room setup, IT, catering and refreshments as required.
- Maintain complex calendars and prioritize meeting requests and related logistics; resolving any scheduling issues that may arise.
- Responsible for general administrative duties.
- Draft memos and other reports as appropriate.
- Coordinate travel arrangements for the CEO as needed. Compile and process expense reports.
- Perform other duties or projects as required or assigned.
- Responsible for the management of the board engagement platform, currently BoardSpot.
- Provide support for Board and committee meetings as needed, including updating/creating presentation materials and distributing meeting materials via BoardSpot.

- Work on other various ad hoc projects as needed.

Organizational Relationships

Reports directly to the CEO and interacts with staff, clients, Boards and committee members.

Required Qualifications

- Education/Experience: Associate's Degree with knowledge acquired through six years of high level administrative experience of increasing variety and/or complexity. Or equivalent combination of education and experience.
- Experience working with Boards of Directors. Demonstrated ability to effectively communicate with Board members, Senior Management and key stakeholders.
- Polished professional with strong written and verbal skills.
- Strong attention to detail, ability to work independently and proven track record at managing several workflows at once.
- Excellent time management skills and the ability to work effectively under pressure and prioritize independently with the skills to shift or reprioritize based on new information or shifting deadlines.
- Resourceful and independent thinker.
- Demonstrate ability and temperament to work with sensitive and confidential information.
- Demonstrate a detailed knowledge of organization's operations, organizational procedures, and personnel.
- Comfortable working with others at all organizational levels and able to adapt to diverse perspectives and styles.
- Quick learner with ability to take on new responsibilities.
- Demonstrate proficiency in business vocabulary and effectively represent the company to outside parties.
- Advanced skills in Outlook and other MS Office programs.

Physical Demands:

- Ability to communicate orally with customers, vendors, management and other co-workers. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common. Hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers and fax machines.

Work Environment:

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at the computer monitor.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The Research Triangle Park does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.