

Position Available:

Executive Assistant to the CEO

Job Purpose:

Provide excellent administrative support to enable the CEO to focus effectively on the leadership of the organization; providing liaison between the CEO, key executives, lead volunteers, major donors, and employees.

Performs varied administrative duties for CEO of well-established organization located in downtown Omaha serving the entire metro area. Positive attitude essential, as well as creative thinking, teamwork, flexibility, excellent interpersonal skills and the ability to work well with the CEO, as well as outside donors, community leaders and vendors. Individuals will work closely with other administrative assistants to ensure coordination and support to achieve the organization's goals.

Reports to: CEO

Preferred Qualifications

- 3-5 years of experience working as an Executive Assistant supporting a CEO or other Senior Executive. Associates Degree a plus.
- Energetic (a must).
- Demonstrated track record in consistently providing outstanding customer service to internal and external audiences.

Profile of Ideal Candidate:

- Assists with questions and requests directed to the CEO
- Completes projects and special assignments for the CEO by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving and making adjustments to plans.
- Enhances CEO's and organization's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- Proactive, resourceful and efficient.
- High level of professionalism (demeanor and appearance) and confidentiality
- The ability to interact with all levels of the organization in a fast-paced environment.
- Works well under pressure while remaining flexible.
- Expert level written and verbal communication skills and attention to detail are equally important.
- Assists with travel and meeting logistics/materials (prep and follow up) along with scheduling.
- Proficiency in MS Office - Word, Outlook, Excel, PowerPoint.
- Ability to act independently while appreciating one's role as a member of the overall team
- Must be prompt, efficient, organized and able to prioritize tasks, sometimes in real time
- Answer telephones, screen phone calls thoroughly

Interested candidates should provide the following: letter of interest, resume, and salary requirements and send to: cklostermeyer@UWMidlands.org no later than October 15, 2011.