

JOB VACANCY

Position: Executive Assistant

Location: Washington Blvd, Main Office

Hours: M-Th: 7:30 am- 5:30 p.m Fri: 8:00 am – 12:00pm

Starting Salary Range: \$19.00 -24.00 hr

JOB SUMMARY

The Executive Assistant provides administrative support to the President/CEO, Executive Team, and the Office Systems Manager.

JOB DUTIES

1. Conserves Executive Management's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications; making meeting arrangements.
 2. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
 3. Maintains Executive Management's appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel.
 4. Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
 5. Assists with the implementation of the organization's tracking system.
 6. Initiates purchases and maintains office supplies for Executive Management.
 7. Assists with administrative support for board functions.
 8. Provides internal program support agency wide for Office Systems Programs.
 9. Responsible for daily mail pick-up, sorting, dating, and distributing incoming mail.
 10. Daily stamping of outgoing mail and accurately charging postage to appropriate programs.
 11. Daily data entry of all incoming checks, cash, ext into the check log database.
 12. Provides general support equally to the President/CEO, VP of Administration, VP of Development Fund, VP or Community Service and the Office Systems Manager.
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SKILLS AND QUALIFICATIONS

1. Associates degree in the area of business management, business administration, communications, or a related field. Appropriate combination of certificate programs and experience may be substituted in lieu of this requirement.
 2. At least two (2) years of administrative support experience, preferably in the not-for-profit sector. Five (5) years of administrative support experience preferred.
 3. Strong interpersonal and oral and written communication skills.
 4. Proficient in MS Word, Excel, Outlook, Power Point.
 5. Ability to type 35 WPM.
 6. Ability to manage multiple projects at once.
 7. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 11/28/2023 TO Until filled

TENTATIVE DATES FOR EXTERNAL POSTING: 11/28/2023- Until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org**