

MASONIC VILLAGE

POSITION DESCRIPTION

Position Title: Executive Assistant FLSA Status: Exempt­­\_\_\_

Department: MVE Administration

Supervisor Title: Executive Director

**I. POSITION OBJECTIVE**

Respective to their role, assists the officer/executive, corporate or department director/administrator in the execution of his/her responsibilities and provides comprehensive and diversified administrative support services in a professional and organized manner.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

1. Provides administrative support to the executive staff person and department, including management of Outlook mail, appointments and meetings.
2. Manages the department’s office including the department files in an accurate and efficient manner.
3. Prepares and distributes correspondence, compiles reports, update corporate policies and procedures, maintains budget information, creates forms, and completes other documentation as needed and directed.
4. Maintains customer confidence and protects operations by keeping information confidential.
5. Answers telephone calls, greets visitors and relays messages in a professional and efficient manner.
6. Issues, prepares, and processes material requests, purchase orders and invoices as needed in a timely and accurate manner. Maintains records of purchases. Orders, maintains, and monitors use of supplies. Coordinates with finance to insure timely payment.
7. Ensures staff hours are reported promptly and accurately. Utilizes the Kronos payroll system to inspect entries and payroll records for approval.
8. Attends meetings, maintains meeting minutes, and prepares written reports as needed and directed.
9. Works on special projects and programs related to enhancing the quality of services.
10. Assists in developing, updating and standardizing procedures to be utilized in the office.
11. Assists in the preparation of the financial budgets for respective areas of responsibility. Collaborates with the executive for budget development and monitoring throughout the year.
12. Acts as liaison between Masonic Village and the Masonic Village Child Care Center and it’s governing organization. Meet on a regular basis with the Director to maintain positive relationships and assist with opportunities that may arise.
13. Communicates on a regular basis with the department heads, support staff, residents, and others to provide support and direction.
14. Hold educational and informational senior support staff meetings on a regular basis.
15. The ability to assist with process improvement and be a resource to senior support staff.

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

1. Associates degree in business management/administration program with emphasis on administrative skills preferred, with a minimum of 5 recent years of experience in an administrative assistant office position required.
2. Strong attention to detail, proven organizational skills, ability to meet deadlines and handle multiple tasks.
3. Typing with a high degree of accuracy. Ability to compose letters and reports in an acceptable business manner.
4. Ability to interact with fellow employees as a team member and to relate to board members, residents, employees, and other persons in a highly professional manner.
5. Current knowledge of office software, i.e., Microsoft Word, Excel, PowerPoint, e-mail is essential.

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist in Human Resources**

**VII. APPROVALS FOR POSITION DESCRIPTION**



Cindy Phillips

Name (Please Print) Signature

Executive Director 03/30/2017

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*