



Executive Assistant

Department: Administration
Location: Broken Arrow, Oklahoma
Reports to: President & CEO
Status: Full Time Exempt

Job Description

The Executive Assistant is responsible for the general coordinating and administration of the Broken Arrow Chamber of Commerce office and assist the President and CEO and other Senior leadership. They are responsible for the day-to-day administrative support of the President and CEO and other senior leadership of the Chamber and EDC. Duties including managing the communication and support to the Boards of Directors and leadership, including scheduling, phones, travel, expenses, board and committee documents, reporting, meeting and office coordination. They manage the relationships and communications with sponsors and major investors. They also assists the Finance and HR Manager in daily duties and serves as a backup for this position when necessary.

Job Responsibilities

Executive Office Administration:

- Assisting in preparing monthly board documents, financial reports, memos, letters, and other documents
- Provide strong administrative support to the CEO and other executives, including scheduling meetings, maintaining President and CEO calendar, booking travel and other duties as necessary
- Provide administrative support for the Board of Directors, including managing Onboard software, board handbooks, board orientation and board communication for packets, meetings and events
- Preparing correspondence for President and CEO
- Accurately recording minutes from meetings, including Chamber and EDC Board of Directors meetings
- Filing and retrieving corporate records, documents, and reports

General Office Administration:

- Answering phones for CEO and routing calls to the correct person or taking messages
- Opening, sorting and distributing incoming mail, emails, and other correspondence
- Using various software, including word processing, spreadsheets, databases, and presentation software
- Coordinate communication and needs of office technology with IT company.
- Manage the conference room and schedule, ensure the room is setup for committees and board meetings, including necessary technology.
- Assist Finance & HR Manager in reconciling bank accounts, processing checks and invoices as necessary
- Assist Finance & HR Manager with onboarding employee process
- Provide general administrative assistance to all staff and members as needed. Duties include but are not limited to; entering data into ChamberMaster data base, preparing mail outs, calling members, maintaining meeting room calendar and preparing meeting material.
- Prepares, prints, emails and mails monthly dues invoices
- Process events registrations
- Assist with the tasks associated with all major events
- Assists in the coordination of the Total Resource Campaign
- Other duties as assigned

Skills Required

- Proven experience as an executive assistant or other relevant administrative support experience.
- Highly skilled in customer service
- Excellent organization and time management skills
- Excellent verbal and written communication skills
- Detail oriented and ability to multi-task
- Able to work independently and within a team environment
- Deadline oriented, highly disciplined, and can self-manage
- Take direction from multiple people in the organization
- Proficient in Microsoft Office programs including Outlook, Excel, PowerPoint and Word
- Capable of maintaining sensitive/confidential information
- Position requires attendance at a few events which are some nights and/or weekends.

Experience Level

- 3+ years in an office environment, preferable in an executive assistant role

Education Requirement

- Must be a high school graduate
- Associates or Bachelor's Degree preferred

Physical/Mental Requirements

- The BA Chamber is committed to continuous personal development including tactical skills as well as transformational soft skills. The position will require proficiency at the following EI (emotional intelligence) skills: Teamwork and collaboration, self-awareness, organizational awareness, self-control, adaptability, transparency, initiative and demonstrated ability to work effectively under pressure while meeting deadlines.
- Employee is regularly required to verbally communicate
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus
- Must be able to work at the office, stand and move intermittently throughout the work day
- Must possess sight/hearing senses to adequately perform the functions of the job
- May be required to sit or stand for long periods of time
- May be required to lift up to twenty-five (25) pounds
- Must be able to assist with night or weekend events
- Must possess a valid Driver's License and have reliable transportation

Salary and Benefits

- The position is full-time salaried position, salary depending on experience
 - The Chamber pays for employee's basic health, dental and vision insurance
 - 401(k) plan, with 4% matching
 - Basic Life and AD&D insurance
 - 14 paid holidays
 - 10 days paid vacation
 - 12 days sick leave per year
-

How to Apply

To apply for this position, submit cover letter and resume to the following, preferably by email. Applicants will be immediately considered upon submission. Position will be filled as soon as possible.

Broken Arrow Chamber of Commerce

Attn: Jennifer Conway, President and CEO

Email: Jennifer.Conway@bachamber.com

Mail: 210 N. Main Street, Suite C, Broken Arrow OK 74012