

North Star Resource Group Position Description

Position: Executive Assistant to the CEO
Reports to: Diane Yohn
FLSA Status: Exempt

Purpose:

The purpose of this position is to support the CEO of North Star Resource Group.

Key Traits for Success:

We have identified the following traits needed to be successful in our office:

- Communicative
- Positive attitude
- Tenacious
- Coachable
- Tech savvy
- Strong service orientation

Essential Functions:

Administration

- Coordinate and confirm meetings
- Research, book and confirm travel arrangements (flights, car rental, hotel accommodations, etc.)
- Review schedules in advance and ensure executive is prepared for upcoming meetings
- Manage the executive's schedule and calendar
- Coordinate meetings, assist in preparing for presentations and misc. duties such as order lunches
- Provide administrative support, including typing, copying, faxing and filing
- Track routine tasks and follow up on "to do's"
- Assist with anniversary awards tracking
- Assist in large corporate meeting event planning
- Compose and distribute letters on executive's behalf
- Perform special projects as needed

This description covers the primary and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.

Required Skills and Experience:

Minimum requirements in terms of educational background, work experience, licenses / certifications or other knowledge, skills and abilities:

- Four-year degree or equivalent work experience
- Maintains confidentiality of information
- High attention to detail
- Excellent computer skills, including word processing, spreadsheets and PowerPoint
- Excellent organizational and communication skills

Created By	Sources	Last Updated
Diane Yohn	OMAT	May 2019

- Ability to coordinate multiple projects while ensuring timely and accurate deliverables, with effective problem solving and resolution skills
- Strong prioritization, organizational, project planning, management and multi-tasking skills
- Excellent listening, verbal and written communication skills
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and fax machines
- Proficiency with Microsoft Office Suite

Additional Skills and Experience (preferred not required):

- Knowledge of financial service industry

Why You'll Love Working for Us:

- 16 days of PTO a year in addition to 7 paid holidays
- 8 hours of Volunteer Time Off (VTO) each year
- Health Benefits – Medical/Dental/Vision available
- Short- and Long-Term Disability
- 401(k) with 50% matching up to the first 6%
- Regular social events put on by our Event Planning Committee
- Multiple opportunities for personal growth through continuing education classes and exams

