

One Kalakaua Senior Living Job Description

Position Executive Assistant
Status Salary, Exempt

Department Administration
Supervisor Executive Director

A. PRIMARY PURPOSE AND JOB FUNCTION:

The Executive Assistant's primary responsibility is to support the Executive Director (ED) with meeting preparation, scheduling, reviewing, prioritizing and responding to emails, answering and returning phone calls, organizing documents, maintaining records, taking notes at meetings, running errands and other administrative tasks that help the ED perform their job. The Executive Assistant will coordinate projects designated by the ED.

B. ESSENTIAL DUTIES:

1. EXECUTIVE ADMINISTRATION. Prepare agendas and minutes for Board of Director and other committee meetings. Prepare packets, distribute meeting notifications and materials, and other administrative functions.
2. RECORDS. Organize, file and maintain records both electronic and hard copies.
3. OPERATIONS. Coordinate meetings, communicate with invitees, arrange logistics, including gathering and distribution of documents.
4. PROJECTS. Support and manage interdepartmental projects as assigned.
5. COMMUNICATIONS. Drafts, reviews and sends communications on behalf of Executive Director. Prioritize emails and respond when necessary. Answer and respond to phone calls, communicate messages and information to the executive.
6. SENIOR LIVING SERVICES. Works as a team member with other department managers, planning and allocating department manpower to support activities, events and other types of support services.
7. DEPARTMENT POLICIES. Assists the ED in proofreading and finalizing policies when pertinent.
8. MEMBER OF COMMAND TEAM. Acts as command during an emergency situation in charge of directing staff, handling communications and reporting the incident or may act as the responder to the scene.

C. OTHER DUTIES:

Employee may be required to perform additional duties and/or secondary positions, as necessary, to meet standards of quality. Other duties as assigned.

D. GENERAL DUTIES:

1. POLICIES&PROCEDURES. Assists with ensuring policies and procedures are followed.
2. WORK SAFETY. Assists with ensuring a safe work environment for all staff.
3. HIPAA. Assists with ensuring confidentiality of resident information.
4. DOCUMENTATION. Assists with ensuring documentation and records information are consistent, accurate and proper terminology is utilized.
5. REPORTING. Assists with ensuring resident needs, concerns, incidents, changes in condition and abuse are reported to the appropriate parties in a timely manner.

E. HOURS OF DUTY:

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1. Normal business hours Mon-Fri; some weekends and holidays.
2. On-Call 24/7 for emergencies.

F. WORKING CONDITIONS:

1. Works in comfortable office environment part of the time, other times are out on property or off property for errands, may experience frequent interruptions. Works with various confidential data. Frequent exposure to stressful situations related to multiple deadlines and persons served by the organization.
2. May be exposed to verbal and physical abuse by residents.
3. May be exposed to unsanitary conditions, unpleasant odors, fumes, blood and bodily fluids. Protective equipment and clothing are provided.
4. Exposed to varying degrees of dust, fumes, noise, and cleaning chemicals.
5. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners,

G. MENTAL AND PHYSICAL DEMANDS:

The position requires adaptability to work under pressure, strong communication skills and organization skills. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear and follow directives. The employee frequently is required to stand; walk; use hands to reach. Occasionally lift, bend, stoop, push, and pull up to 30 pounds.

H. SUPERVISORY RESPONSIBILITY:

This position has occasional supervisory responsibility for interns and volunteers.

I. COMPETENCIES:

1. Discretion
2. Excellent written and verbal communication
3. Strong interpersonal skills
4. Detailed oriented
5. Ability to multitask
6. Organization
7. Professionalism
8. Project Management

J. REQUIRED EDUCATION:

Must possess, as a minimum, a high school diploma. College diploma or completion of administrative training preferred.

K. QUALIFICATIONS AND REQUIRED SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EXPERIENCE.** At least 3-5 years of experience in administration/clerical setting. Must be computer literate, experience utilizing word, excel and outlook. Maintains professionalism

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- and confidentiality and works well with others. Strong organizational skills. Works independently and meets deadlines. Experience with taking formal Board minutes and understanding of Robert's Rules required at hire or within 9 months from date of hire.
2. LANGUAGE SKILLS. Communicates effectively, both orally and written, using proper speech and grammar.
 3. REASONING ABILITY. Normal mental and visual attention-to-detail abilities are required. Defines problems, collects data, asks pertinent questions, and establishes facts. Interprets a variety of information from diverse sources to effectively explain situations. Uses sound judgment and meets deadlines on own accord. Must analyze circumstances and facts in order to decide on methods and techniques required.
 4. PHYSICAL DEMANDS. Must be able to lift up to 30 lbs. Occasional bending, squatting, kneeling and extensive walking required. Manual coordination is required to operate computer. Continuous visual attention to detail required. Sitting 80% of the time.

I have read and understand my Job Description. I further agree that the skills and duties listed in my Job Description is not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job.

Employee Signature

Date

Administration Signature

Date