



Executive Assistant

Reports To CEO
FLSA Exempt - Full Time
City/State Little Rock, AR

Description **GENERAL DESCRIPTION OF POSITION**

The Executive Assistant is responsible for providing effective administrative and personal support for the CEO using excellent planning/time management, organizational skills, communication skills, internal and external customer service/management and ensuring company branding in all representation of the CEO.

Requirements **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Support CEO in executive scheduling, planning, organization, and personal errands
- Serve as executive representative and administrative support to any CGi client as needed
- Purchase approved CGi and client supplies
- Provide customer service that adheres to company standards
- Maintain archived documents in an organized and easily retrievable manner
- Maintain and manage office supplies
- Manage CEO appointments, calendar and daily schedule
- Schedules/reserves office board/conference room calendar
- Ensure executive and company brand with external impressions (annual corporate gifts, board amenities, thank you notes, customer follow up etc.)
- Ensure current procedures, tools, and reference documents are maintained and accessible
- Represent CEO and address member/caller inquiries and provide answers/solutions that meet their needs
- Work collaboratively or independently demonstrating company values while interfacing with a diverse constituency of staff, members, clients, and vendors
- Provide backup to Customer Service and phone coverage as needed
- While performing the duties of this job, employees are regularly required to sit, walk and stand, talk or hear, both in person and by telephone, use hands repetitively to handle or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds

EDUCATION, EXPERIENCE & SKILLS

- High School Diploma, College degree preferred
- Minimum of three years in customer service/administrative experience in a professional, non-retail environment
- Ability to multi-task and manage multiple projects and activities
- Excellent verbal, written and interpersonal skills – ability to professionally interact with diverse populations
- Ability to work effectively both independently and as part of a team



- Ability to work on tight deadlines and extraordinary attention to detail
- Ability to effectively organize work, establish and maintain schedules
- Strong phone contact handling skills and active listening
- Effective time management
- Effective analytical, organizational, detail orientation and follow up skills
- Reliable and timely within the business operating hours and ability to be flexible as needed
- While performing the duties of this job, employees are regularly required to sit, walk and stand, talk or hear, both in person and by telephone, use hands repetitively to handle or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds

SOFTWARE SKILLS REQUIRED

- Proficient: Microsoft Word, Excel, Outlook, PowerPoint

* * *

EQUAL EMPLOYMENT OPPORTUNITY

CGi is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.