



VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Title: Executive and Office Assistant

Reports to: Chief Executive Officer

Summary

This position has responsibility for a wide range of administrative and managerial support duties. It requires excellent communication and interpersonal skills and has responsibility for physical office administrative duties. This is a key position requiring strong judgement and time management skills, as well as the ability to handle confidential information, interact directly with Board Members, and maintain the highest professional standards. This position assists the CEO, Director of Communications, and the Executive leadership team.

Essential Job Functions

- Administrative Support
 - Coordinate executive communications, including taking calls, responding to correspondence, and interfacing with Board Members and other key stakeholders.
 - Provide a wide range of support, including composing and editing letters, memoranda, and proofreading documents.
 - Schedule meetings, appointments and manage travel itineraries for the CEO.
 - Post Board/Committee agendas and minutes as required by Vermont's open meeting law.
 - Create and maintain filing systems for Board documents.
 - Open, sort and date stamp incoming mail and distribute to appropriate staff.
 - Deposit outgoing mail in outside mailbox.
 - Manage postage meter and deposit outgoing mail in outside mailbox. Assist in mass mailings.
 - Forward incoming faxes and website inquiries to appropriate staff.
 - Ensure main office conference rooms/reception areas are neat and ready for meetings when necessary.
 - Put recycling bins out for pick-up and bring back in after pick-up.
 - Schedule office copier service as needed.
 - Maintain master e-mail list (used for annual meeting invites, general communications, and marketing).
 - Greet visitors and assist as needed. Answer and direct calls as appropriate.

- Manage UPS/Fed-Ex needs as required.
- Track and order office, kitchen and restroom supplies for main and satellite offices.
- Manage kitchens, including unloading dishwashers.
- Other office and facility needs as they occur. E.g. watering of plants, etc.
- Interaction with and Assistance to Board Members of the Authority
 - Prepare for, attend, record, and draft minutes for Board Meetings.
 - Coordinate new Board Member on and off -boarding process and administration.
 - Maintain Member Manual.
 - Maintain Committee Lists
 - Manage Member attendance, expense reports and related invoices.
 - Assist with posting various Board meeting documents to shared online portal.
 - Draft meeting agendas for VEDA Board & Committee meetings.
 - Communications and calendaring
- Coordinate Off-Site Record Storage
 - Maintain record system for Middlesex Storage files and retrieve files when needed.
 - Coordinate office safety protocols, including emergency evacuation plans, and keep written plans up to date. Share changes to plans with employees as appropriate.
 - Maintain access Fob System, postage meter and vehicle list for staff and tenants.
 - Ensure office supplies are kept in stock and within budget.
- Meeting and Event Planning and Coordination
 - Plan, organize and implement events such as the Annual and Strategic Planning Meetings.
 - Participate in coordination of office events with other staff, such as summer and holiday parties, retirement parties, as appropriate.
 - Maintain marketing collateral, ensuring up-to-date displays and well-supplied collateral.
 - Assist with creating and proofing marketing materials.
 - Assist the Director of Communications as necessary.
- Contribute to VEDA's success by accomplishing related duties as assigned.
- Maintain written procedures for Executive and Office Assistant job functions.

Education/Experience

- Associate degree or higher is preferred.
- 3-5 years of experience in mid- to senior-level administration, business, management, or related field.

Knowledge/Skills/Abilities

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel).
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- High degree of professionalism and ability to work with confidential information.
- Able to concentrate on multiple problems and tasks at once.
- Excellent time management and prioritization skills.
- Comfortable in a fast-paced environment.
- Self-directed and able to work without supervision.
- Energetic and eager to tackle new projects and ideas.
- Vendor management experience a plus.

Working Conditions

- Standard office environment.
- Occasional travel in Vermont may be required.
- Expected to be in Main Office in Montpelier full-time and/ or other satellite offices as necessary

The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all responsibilities and skills required for the position. The Essential Job Functions may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.