

Job Description

Position Title: Executive Administrator

Reports to: President and Senior Manager, HR & Administration

Status: Full-time, exempt

Position Summary:

Under the general supervision of the President and the Senior Manager of Human Resources & Administration, the Executive Administrator will be responsible for providing administrative support by performing the duties outlined below:

Position Duties:

- Provide administrative support to BOX Exchange and team members of the Boston office
- Assist with the arrangement of travel, accommodations, meeting scheduling, and submission of expense reports as needed
- Manage all administrative and facilities management aspects of the office and coordinate with the Chicago office staff to address any office management needs
- Maintenance and troubleshooting of office equipment (fax, printers, copiers, scanners, phones, computers, etc.), including coordination with IT and its vendors as necessary
- Liaison for building management and security (access cards)
- Assist with vendor management and contract management processes
- Draft, edit and format policies and procedures, reports, presentations, and other documents as necessary
- Gather and compile requested information, perform research as assigned
- Event planning for both internal and external special events
- Assist with website management
- Order and maintain office and pantry supplies
- Manage FedEx account and handle processing of incoming and outgoing mail and shipments
- Perform other special projects and duties as assigned

Education:

Bachelor's degree preferred.

Experience:

One to three years of comparable experience in a professional office environment providing administrative support.



Job Knowledge and Skills:

The ideal candidate will possess a high level of accuracy and attention to detail as well as above average organizational and analytical skills. In addition, the ability to work efficiently under pressure in a fast-paced environment and to meet strict deadlines is essential. Extensive experience with Microsoft Office Suite and the ability to efficiently conduct internet research are required. The ideal candidate will take the initiative in identifying and anticipating needs, enjoy interacting with different team members, and be able to plan and prioritize projects.

Communication Skills:

Exceptional oral and written communication skills are essential. The ability to handle different projects in a timely manner and keep the project owners updated and well informed are required.

