

Position: Executive Assistant to the President/Chief Executive Officer

Job Closing: Open until filled.

Please send resume and salary requirements to Sharon Hunt at shunt@gha-nc.org and apply online at www.gha-nc.org.

Under minimum supervision, performs a variety of administrative duties to support the activities of the President/Chief Executive Officer and Board of Commissioners for the Greensboro Housing Authority. Work involves providing personal administrative support and assistance to the Chief Executive Officer and Board of Commissioners, prepare and edit correspondence, communications, presentations and other documents, coordinate project based work, design and maintain databases, file and retrieve documents and reference materials, conduct research, collect and analyze data to prepare reports and documents, manage and maintain the Chief Executive Officer's schedules, appointments and travel arrangements, arrange and coordinate meetings and events, and record, transcribe and distribute minutes of meetings. The Executive Assistant acts as liaison between the Chief Executive Officer and other staff members and takes the leadership role to coach and train other clerical staff and establish and ensure conformity to agency standards for office procedures and implements improvements where necessary. The Executive Assistant exercises tact and courtesy in dealing with Board members, outside agencies and the general public this includes, monitor, screen, respond to and distribute incoming communications, answer and manage incoming calls, receive and interact with incoming visitors and clients. Reports to the Chief Executive Officer

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the organization and function of the Chief Executive Officer's office in a Housing Authority, governmental office or corporation.

Considerable knowledge of current office practices and procedures. Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary. Skilled in the operation of common office machines, including computers, tablets. Proficient computer skills and in-depth knowledge of relevant software such as, Microsoft Office Suite.

Possess a high degree of business acumen; excellent organizational and planning skills, skilled in organizing workflow and coordinating activities and manage special projects. Excellent problem solving skills. Ability to analyze and interpret policy and procedural guidelines and to resolve problem and questions. Possess the ability to uphold the highest standard of confidentiality.

Ability to learn the Authority and departmental rules, regulations, policies and procedures, and the ability to interpret them. Ability to uphold the highest standard of confidentiality. Ability to research program documents and narrative materials, and to compile reports from information gathered. Ability to exercise independent judgment and initiative in completing assignments in accordance with laws, regulations, and Authority policies and procedures, and to solve problems and answer questions, giving attention to detail and accuracy. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM TRAINING AND EXPERIENCE

Graduation from college with a degree in Business Administration and 6 to 9 years of progressively responsible experience in providing support at a high level such as, providing administrative support to an organization's president or other executive staff members; or any equivalent combination of training, education, and experience which provides the required knowledge, skills and abilities. Typing Requirement: 80 wpm.

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drug Free Workplace Act, which includes pre-employment testing.

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