

## Executive Assistant

Association management firm has an immediate opening for an experienced executive assistant to provide secretarial and administrative support to senior managers or executives.

Successful candidate will have the ability to organize and concentrate on multiple projects simultaneously, shifting priorities quickly, with extreme attention to detail.

### Administrative Duties

- Administrative support to officers and senior management staff
- Assist with answering multi-client phone system
- Provide customer service for all associations, as needed
- Assist with mass mailings, as needed
- Back up person for sorting and distributing mail
- Assist with event and meeting preparation
- Telephone system administrator
- Office equipment administrator
- Order all office supplies including printers, fax, copy and postage machine
- Order client stationary and business cards, as needed
- Assist in the scheduling and updating to AMG office calendar including the conference room
- Oversee legislative appointment scheduling for legislative fly-in events, as needed
- Schedule staff travel, as assigned
- Other duties as assigned

### Expectations

- Maintain a personable and professional demeanor with fellow staff and clients;
- Ability to manage multiple priorities, including setting timelines and goals and meeting or exceeding the expectation of the AMG manager and its clients; and,
- Timely responses to client requests, no more than within a 12-hour period.
- Above average oral and written communication skills and MS Office experience required.

### Experience

- Minimum of 5 years' experience in association or corporate office.

- High proficiency in use of Microsoft Office programs (Word, Excel, PowerPoint, Outlook, and Access). Proficient in design/publishing software; Adobe Suite preferred.
- Strong organization skills.
- Extreme attention to detail.

Competitive salary and attractive benefits package. EOE, no calls please.  
Please email resume with cover letter to [ayang@amgroup.us](mailto:ayang@amgroup.us).