



FIRST MIDWEST GROUP

JOB DESCRIPTION

JOB TITLE: Executive/Personal Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Administration

DATE: October 19, 2016

POSITION SUMMARY:

The Executive/Personal Assistant serves as the primary point of contact and liaison between the Chief Executive Officer (CEO) and staff members, business and industry contacts, regional leaders, government officials and community organization stakeholders. The Executive/Personal Assistant takes any and all actions to ensure the smooth operation of the CEO's office and personal life. A motivated, meticulous, and results-driven individual with a high level of integrity will thrive in this fast-paced opportunity.

SUPERVISION:

Reports to and works under the general direction of the CEO. This position does not directly supervise any employee.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- 1) Manage calendar logistics and complex scheduling for the CEO, including scheduling appointments, interviews and meetings.
- 2) Serve as a stalwart gatekeeper for an exceptionally busy executive, prioritizing, limiting access and managing CEO's schedule; take phone calls, schedule appointments; prepare daily schedule for the CEO before they arrive in office.
- 3) Serve as a superlative communicator who is able to manage all oral, written and electronic correspondences for the CEO; screen phone calls, letters and emails; read, respond and compose the CEO's email when necessary.
- 4) Plan and execute administrative activities for the CEO's office; prepare agendas and talking points; brief the CEO before every meeting regarding the agenda of the meeting; summarize deliverables for staff; ensure deliverable accountability with staff.
- 5) Maintain a filing system and keep necessary documents readily accessible when required.
- 6) Work closely with the CEO to review internal and external objectives and ensure appropriate attention is given to commitments made to/by outside parties and organizations
- 7) Manage executive projects related to philanthropic and community roles.
- 8) Procure office and household equipment, supplies and services as needed.
- 9) Assist with managing corporate and personal expenses, reconcile credit cards and prepare expense reports as needed.
- 10) Oversee shopping, travel and hotel arrangements and social/family agenda.
- 11) Negotiate agreements related to the CEO's personal and household arrangements; assist with personal errands, as requested.

- 12) Assist with event and party planning for business and personal, dinners, social gatherings, philanthropy, etc.
- 13) Serve as a bridge between CEO and staff members.
- 14) Observes all safety rules and regulations when performing assigned duties; report safety hazards to assigned supervisor.
- 15) Performs all other related duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

A High School diploma or equivalent is required; some college, paralegal certificate or Bachelor's degree is preferred. Minimum three (3) years of previous experience supporting senior-level executives or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Requires a working knowledge of computers and data processing equipment (i.e., computer software programs such as those in a Microsoft Office environment).

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of the following:

- Knowledge of administrative and clerical procedures and systems and the organized tracking of all necessary systems and data, including word processing, managing files and records, designing forms, and other office procedures and terminology.
- Working knowledge of all Microsoft applications (Word, Excel, Outlook, Power Point).

Skill in:

- Proven track-record of high-level administrative and/or personal support experience.
- Exceptional time management skills, with the ability to multi-task and work with an extreme sense of urgency.
- Strong calendar management, travel, and event planning experience.
- Helpful and enthusiastic with a "no task is too big or too small" attitude.
- Strong organizational and planning skills.
- Clear written and verbal communication skills.
- Strong attention to detail with a high level of accuracy.

And ability to:

- Work cross functionally with all departments and staff members.
- Efficiently balance and prioritize tasks
- Prioritize duties and follow directions from CEO.
- Communicate and interact professionally and cordially with management, and staff.
- Handle sensitive information with confidentiality and discretion.
- Read and comprehend both simple and complex instructions, short correspondence, and memos.
- Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Exhibit strong problem solving and decision-making skills.
- Adapt to fast-paced environment where multi-tasking, attention to detail and accuracy are crucial.
- Establish and maintain effective working relationships.
- Maintain a positive attitude and professional demeanor.

CONTACTS OUTSIDE OF DEPARTMENT:

This position frequently interacts with business owners, industry contacts, regional leaders, government officials, community organization stakeholders and staff members.

WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. An individual in this position is frequently involved in sedentary work, which requires sitting for the majority of the time. This position occasionally walks, stands, stoops, kneels, crouches, crawls and exerts up to 25 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to finger, handle, feel or operate objects and equipment; repetitive arm, wrist, hand and eye movements are included. There is frequent twisting, reaching, wrist turning and grasping. The employee may be required to climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside the construction department, speaking with other employees, vendors or contractors. The working conditions are comfortable. The noise level is generally quiet to moderately noisy.

Attendance is required for a 40-hour work week, with the ability to communicate after-hours and on weekends.

TOOLS & EQUIPMENT USED:

Machinery and equipment including computers, word processing and specialized software, standard office machines including servers, phones, fax machines, printers, copiers and scanners. Other equipment includes telephone, cellular communications equipment and occasionally uses light mechanical equipment.

Computer, including word processing and specialized software. Other equipment includes telephone, cellular communications equipment, camera, light mechanical equipment and job-specific equipment as required by assignment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with

disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVIEW/APPROVALS:

Employee

Date

Supervisor

Date

Human Resources

Date