

Position Title: Executive Assistant

Status: Full-Time, Exempt Job Group:

Supervisor: Executive Director

Resumes will be accepted from: April 13-April 21, 2017 at 10:00 AM

The Executive Assistant (EA) will be responsible for assisting the Executive Director (ED) in the completion of specific projects and assignments and represent the ED in their absence from Kanawha Valley Senior Services. The duties of an EA include, but are not limited to:

- Supervising all Administrative Assistant(s);
- Serving as the liaison and supervisor for individuals working from temporary service agencies;
- Serve as the Human Resources Coordinator; Maintain personnel files and follow up on required documentation with employees.
- Serving as a representative of the organization at events as needed;
- Compiling data and statistical information, developing reports and special projects as delegated by the ED;
- Providing administrative support to the Board of Directors and Committees in the preparation of correspondence, arranging meeting times, locations, maintaining/recording board and committee minutes, files, mailings;
- Reviewing, updating, maintaining all forms and legal documents of the organization;
- Coordinate all Worker's Compensation Claims from reporting, documentation to closure;
- Accepting calls and scheduling appointments for the ED and routing calls to other personnel;
- Providing support for other departments within the organization- Transportation, Finance, Member activities, Human Resources, etc.
- Tracking employee performance evaluations;
- Assisting in the maintenance of personnel files, vendor files, etc.
- Preparing requisitions for administrative support or department managers
 - New Staff Orientation
 - IT Services
 - Office Supplies
 - Telephone Services
 - Copy/Fax/Printer Machine Maintenance
 - Drug Testing
 - Background Checks
 - Others, as needed
 - Incident/Complaint Reporting
 - Media ads
- Continual development of the Agency's Affirmative Action Plan;
- Scheduling meetings, locations, as needed, for all employees, senior activities, trade shows, networking and fund raising events as needed;
- Coordinate, design in Publisher, develop and communicate with the printing company on the KVSS Newsletter- 6 times per year.

Knowledge, Skills and Abilities:

This position involves the handling of confidential information on members and employees. Confidentiality is to be observed at all times and HIPAA regulations must be strictly followed. This person must possess excellent speaking and communication skills and general knowledge and ability to use computers, printers, develop spreadsheets, and databases, is a must; this person must be well organized, patient, and courteous.

BS/BA required with minimum of 5 years of documented Human Resources experience and in office management, and basic knowledge of community organizations and resources.

Salary Negotiable.