Senior Administrative Assistant

This position reports to the Senior Vice Presidents of Community Development, Economic Development, and Finance. The Assistant will provide a wide range of support services, both organizational and programmatic. Primary responsibilities include:

Time Management:
- Be a steward of the SVPs’ time. Organize, prioritize, and vet all meeting requests.
- Responsible for scheduling meetings and appointments.
- Ensure meetings, speaking engagements, presentations, and deadlines are completed efficiently and accurately.
- Handle logistics for travel, including flights, hotel, car rentals, and other itinerary specifics.
- Communicate with internal and external staff and committee members regarding meetings and agendas.
- Review and complete expense reports for SVPs and reconcile credit card statements.
- May be asked to cover the front desk.

Project Management:
- Assemble information from various sources for use by the SVPs at meetings, conferences, and events.
- Track and follow up on assignments given to senior staff to ensure completion within required timeframes.
- Use a variety of spreadsheets and database software packages to obtain data from internal reports and manipulate data to produce charts and PowerPoint presentations for meetings, workshops, and conferences.
- Assist in the implementation of operational changes and improvements.

Communication Liaison:
- Maintain a high degree of confidentiality and exercise discretion in information handling.
- Prepare information for internal and external distribution, including letters and memos.
- Demonstrate excellent proofreading skills and other information preparation duties.
- Manage the flow of information and assignments to members of the senior team.
- Receive contracts and documents for signature and organize them for signing.
- Read, research, and route correspondence to appropriate senior team members.
- Screen phone calls, process information requests, and manage meeting requests.
- And other Responsibilities as assigned.

Skills and Abilities:
- Excellent communicator exhibiting a high degree of professionalism, initiative, and independence.
- Exemplify strong critical thinking skills with the ability to anticipate the executive’s needs.
- Strong process management skills with the ability to identify, improve and streamline processes.
- Excellent proficiency in Outlook, Excel, Word, PowerPoint, and Publisher; strong interpersonal skills and team player with internal and external team members; experience working in a fast-paced environment with high-level executives.
Education and Experience

- Graduation from an accredited college or university with a BA or BS Degree and three (3) years of progressively responsible administrative and office management experience; OR
- High school diploma and five (5) to seven (7) years in a professional office environment supporting high-level executives.

Resumes should be submitted to jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled, and veterans, are encouraged to apply.