



CAREER OPPORTUNITY

ADMINISTRATIVE ASSISTANT to the COO

Department: Operations **Reports To:** Chief Operating Officer (COO)/Deputy Executive Director
Pay Range: \$16.32/\$33,950 - \$20.47/\$42,589 **FLSA Status:** Full-time/Non-exempt
Work Days: Generally, Monday – Friday **Work Hours:** Generally, 8 a.m. – 5 p.m.

SUMMARY:

The Administrative Assistant to the COO serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the COO. The Administrative Assistant to the COO also serves as a liaison to internal staff and the COO; organizes and coordinates executive outreach and external relations efforts; oversees special projects and must be results-driven and service oriented. The Administrative Assistant to the COO must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant to the COO will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. When directed, represents COO at outside meetings and events germane to CAT. The Administrative Assistant to the COO schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and routine administrative and business detail by performing the following duties.

PRINCIPAL ACCOUNTABILITIES

- Maintains confidentiality of all of the Authority and Board of Directors' matters. May record and maintain the minutes and other documents germane to Authority proceedings.
- Manages an extremely active calendar of appointments; completes expense reports; composes and prepares correspondence that is sometimes confidential; arranges complex and detailed travel plans, itineraries, and agendas; and compiles documents for travel-related meetings.
- Plans, coordinates and ensures the COO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the COO's time and office.
- Greets scheduled visitors and conducts to appropriate area or person.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the COO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the COO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the COO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the COO, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the COO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
- Organizes and maintains file system, and files correspondence and other records.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- May be requested to prepare the agenda, participate in and/or schedule meetings and record minutes.
- Responsible for a variety of general administrative duties.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be multi-tasked oriented and able to perform multiple tasks within limited time constraints 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 required functions.

- Demonstrated strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Very strong interpersonal skills and the ability to build relationships including staff, board members, vendors, external customers and the general public. Ensure Board Members, customers, vendors, employees and the general public are handled in a professional and courteous manner.

- Expert level written and verbal communication skills.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward-looking thinker, who actively seeks opportunities and recommends' solutions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university and two (2) to four (4) years' experience supporting senior level management executives; or equivalent combination of education and experience including typing, business machines, dictation equipment, personal computer operations; Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Georgia driver's license and Notary Public.

INTERPERSONAL SKILLS

Maintains confidentiality remains open to others' ideas and exhibits willingness to try new things; maintains positive and proactive attitude, demonstrates initiative and positive relations with Authority customers and business contacts. Strong intuitive skills; exercises discretion and keen anticipatory skills; proactively seeks to accommodate others, especially guests and customers of CAT.

ORAL COMMUNICATION

Speaks clearly succinctly and persuasively in positive or negative situations and demonstrates comfort and ease in the presence of others.

WRITTEN COMMUNICATION

Edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret writing information. And demonstrates written composition skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers, business associates and employees of CAT.

DEPENDABILITY

Consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance. Must be able and willing to work overtime hours including without notice, when necessary.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to formulate and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense and deductive reasoning when carrying out instructions conveyed in written or oral form.

PROBLEM SOLVING

Must be able to identify and resolves problems in a timely manner; gather and analyze information skillfully and present viable alternatives. Ability to address and solve problems involving multiple variables.

TRANSPORTATION

Available to transport COO and others as requested, to and from designated locations. In order to effectively carryout some of the duties and responsibilities described herein must have a valid Georgia Driver's License, approved MVR results and immediate access daily to a reliable automobile.

Submit resume hr@catchacat.org and enter the title of the position in the subject line of the email.

EOE M/F/D/V