



PT – (25 hours/week) Executive Administrative Assistant & Office Manager (EAA/OM)

Dress for Success Columbus is seeking a self-motivated, professional, and organized team player with high energy to complement our team.

Responsibilities and Duties

- Manage complex client files for grant reporting
- Serve as a daily point of contact for client relations
- Be proficient in the use of Salesforce to manage donor, volunteer and client data
- Coordinate executive communications: calls, mail, email correspondence and scheduling
- Manage travel itineraries
- External communications with donors, clients, partners and supporters
- Prepare internal and external documents for the Executive Director
- Support arrangement of internal and external agency events
- Manage paper and electronic files and track and prepare for storage and disposal
- Continue to develop skills in administrative, organizational and operational skills
- Maintain strict confidentiality
- Other duties as assigned

Expectations

- The ideal candidate will be a proactive and observant multi-tasker capable of governing their workload and prioritizing tasks in a fast-paced environment
- The organization is growing rapidly, so the successful candidate will need to be flexible and adaptable
- While rare, the work may require some evenings and weekends
- This EAA/OM will provide administrative support to the Executive Director
- Responsible for developing operations and process guidelines to ensure agency runs smoothly
- Streamlining administrative procedures for maximum productivity and efficiency is a key component of the role

Qualifications and Experience

- Associate's Degree or similar certification
- Minimum of 4 years in Executive Assistant position reporting to senior management.
- Advanced Microsoft Office and Salesforce skills
- Experience managing complex client files
- Excellent written and verbal communication skills
- Ability to multi-task, operate independently, set priorities and deliver on a deadline
- Exceptional interpersonal skills and professional composure
- Professionally dressed at all times as a Dress for Success Columbus representative
- Have the ability to manage the physical demands of the role

Please respond to careers@dfscmh.org. Resumes will be accepted through January 4, 2019.