



Job Description: Executive Secretary and Project Coordinator

The Executive Secretary performs a wide variety of administrative and clerical responsibilities in support of a multi-functional office environment. The Secretary will assist the Executive Assistant and Management Team with tasks facilitating operational efficiencies and supports business growth / development. The Secretary reports directly to the Executive Assistant.

Responsibilities and duties include but are not limited to:

- Perform administrative and clerical support for Executive Assistant.
- Assists the Executive Assistant with updating and categorizing policies.
- Professional / business correspondence, manage spreadsheets, and create presentations.
- Assist in project administration and oversight.
- Takes notes and helps facilitate project meetings.
- Helps coordinate project needs and ensures follow-up items are being completed.
- Coordinate and prioritize phone calls, business meetings, email, and mail correspondence.
- Establish, maintain, and revise departmental files.
- Coordinate calendars, schedule appointments, arrange meetings.
- Prepare materials for departmental meetings and external meetings as needed by the Executive Assistant.
- Helps Maintain Public Inspection File.
- Conference Room Facility Coordinator.
- Other administrative duties as required.

Requirements include but are not limited to:

- Work in a confidential and highly responsive relationship with Management.
- Demonstrate business professionalism with internal and external communication / interaction.
- Excellence in problem solving and managing processes.
- Strong written and oral communications skill-sets.
- Strong and extensive software skills (Microsoft Word, Excel, Windows, etc).
- Positive working attitude and professional appearance.
- Ability to efficiently work in a multi-functional office setting supporting multiple departments.
- Strong desire to gain industry knowledge to effectively support Management Team
- Takes Initiative.
- Proactive, always looking ahead at what needs to be done.
- Possess a valid driver license which meets the MTC insurance requirements.
- Comply with the Drug Free Workforce Act.
- Follow job safety policies and procedures.
- Comply with Smoke Free Policy.