



Hiring NOW – **Executive Assistant!**

Do you have a passion for helping others? Then Join us at Macon Bibb Economic Opportunity Council, Inc.! (Macon-Bibb County)

Why Macon-Bibb County Economic Opportunity Council, Inc. ?

- Annual, Sick and Holiday Pay
- Comprehensive benefits, including 401K Profit Share and 403b Retirement Plans
- Career growth opportunities
- Caring, supportive, FUN, working environment
- Ability to make a difference, in the lives of those we serve.

We are looking for an Executive Assistant to perform a variety of administrative tasks and support our agency's senior-level managers. Executive Assistant's responsibilities include but are not limited to managing calendars, arranging travel for conferences, preparing grants for submission, preparing letters, memos and emails.

Responsibilities

- Act as the point of contact among executives, employees, clients and other external partners
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings.
- Must have strong writing and review skills, skills in PowerPoint presentation.
- Prepare weekly, monthly or quarterly reports.
- Act as an office manager by keeping up with office supply inventory.
- Format information for internal and external communication memos, emails, presentations, reports.
- Take minutes during meetings, as needed.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.

Requirements:

- Work experience as an Executive Assistant, Personal Assistant, or similar role.
- Preferably an undergrad degree in Business Administration, Public Administration, or related field.
- Excellent MS Office knowledge with demonstrated proficiency with Microsoft office, must be able to create spread sheets, manipulate existing spread sheets, and create letters, memos, flyers etc.
- Excellent interpersonal, analytical, customer service & communication skills both verbal and written.
- Outstanding organizational and time management skills, creative and willing to take work independently.
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Discretion and confidentiality.
- Must be a self-starter with the ability to multitask and shift focus on a moment's notice.
- Maintain a professional, cheerful personable attitude while carrying out duties.
- Pass all background checks and required screenings.

The mission of Macon-Bibb County Economic Opportunity Council, Inc., is committed to reducing poverty by providing collaborative comprehensive services and resources that empower economically disadvantaged families to achieve self-sufficiency.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.

Job Type: Full-time

Starting Range - \$17.24/hour – 22.99/hour