

Job Title Executive Assistant
Department Support
Job Status Full-Time, Exempt
Supervisor Executive Vice President

I. Job Summary

Provide administrative support to Executive Vice Presidents, Senior Consultants, and Sales.

II. Essential Duties and Responsibilities

- Drafts and finalized correspondence and communications on behalf of Executive Vice Presidents and Senior Consultants; proofreads documents for spelling, typographical errors, and grammar.
- Prepares campaign materials for Senior Consultants and forwards in a timely manner.
- Coordinates with Marketing Team regarding sales presentations; assembles and ships all sales presentation materials.
- Requests financial data from churches and follows up to ensure receipt.
- Posts notes in Telemagic regarding campaign, Follow, financial data, etc.
- Review domestic travel for Executive Vice Presidents and schedule a needed.
- Oversees and manages the calendar for Executive Vice Presidents.
- Builds and maintains relationships with administrative staff of client churches.
- Sets up INdeavor and posts critical documents, audio, etc. for use by church staff.
- Sets up dates in Telemagic for each campaign.
- Answers INdeavor support questions.
- Answers and directs incoming calls to the 800 number
- Assists with UPS shipments, closes out daily UPS reports and ensures packages are picked up by UPS staff.
- Accepts and delivers all UPS/FedEx/mail to office employees.
- Tracks UPS packages.
- Ensures that addresses, directions, and GPS inputs are available to President/CEO.
- Maintains GPS units and provides driving directions as needed.
- Assists with planning, purchasing supplies, and setting up meeting rooms as needed.
- Orders and delivers meals for Executive Leadership Team members as needed.
- Assists in maintaining common areas of the office (kitchen, supply room, etc.).
- Other duties as assigned.

III. Job Specifications

A. Skills and Knowledge

- Excellent verbal and written communication skills.
- Ability to work independently to prioritize and handle multiple, simultaneous, and complex tasks and projects with attention to detail and under tight deadlines.
- Passion for serving Jesus Christ and displaying Christian behavior in the workplace.
- Proven high energy, strong work ethic, and unquestionable reputation for honesty and integrity.

- Demonstrate strong computer skills with proficiency (advanced level) in Microsoft Word, Powerpoint, Excel, and Outlook.
- Professional manner.

B. Physical/Mental Demands

- Management of administrative workflow.
- Ability to spend long hours sitting and using a computer.