



## Position Description

<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Department:</b>	<b>Product and Retail Sales</b>
<b>Reports To:</b>	<b>Director, Product &amp; Retail Sales</b>
<b>Location:</b>	<b>Downtown Los Angeles</b>
<b>Exemption:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>June 2016</b>

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### Job Summary

Provides administrative and clerical support to the Director, Product & Retail Sales; creates and edits presentations, calendar management

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### Essential Duties and Responsibilities

- An exemplary communicator. Detail and follow-up skills are a must
- Acts as a liaison between on-site management/ business associates/vendors and contractors
- Technologically savvy
- Prepare reports, write letters, research information and compose correspondence independently and at the instruction of the Director
- Extreme attention to detail & a high level of accuracy
- Maintains expense reports, vendor invoices, Purchase Orders, etc.
- Ability to deal with issues and situations that may arise and maintain a professional demeanor at all times
- The ability to take notes in meetings and prepare memorandums
- Ability to manage travel schedule
- Ability to manage multiple calendars, including scheduling meetings across multiple locations.
- Excellent Time management skills; extremely dependable and reliable
- Calendar management
- Meeting scheduling: preparing materials, taking meeting minutes, coordinating catering
- Travel arrangements
- Creating and editing reports and presentations
- Ability to empathize with volunteer needs and maintain council policies at the same time
- Correspond to volunteers, staff, and vendors on behalf of the Director
- Strong ability to maintain a list of assigned tasks. Must be able to prioritize and readily communicate their current status.
- Other projects as assigned

### Skill, Experience & Education

- 3-5 years in an administrative role.
- Strong Microsoft Office skills, including Excel, Word, Outlook, Publisher and PowerPoint
- Maintaining multiple calendars, scheduling appointments/meetings, and sending reminders.
- Creating memos and other correspondence.
- Compiling data and creating reports, charts, etc.
- Preparing projects for presentation
- Excellent communication skills (both written and oral)
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To apply please send your resume to Teri Proffitt [TProffitt@girlscoutsla.org](mailto:TProffitt@girlscoutsla.org)  
with “Administrative Assistant- Product Sales” in the subject line.