



Job Title: Sr. Administrative Assistant
Department: Council Sales and Registration
Reports To: Director of Product and Retail Sales
Location: Downtown Los Angeles (HQ)
Exemption: Non-Exempt

Job Summary:

Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

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

Competencies and areas of expertise may include:

- 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)

Additional Organizational Requirements:

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Maintain strict confidentiality of information.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Physical Demands:

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc. In the course of performing this work, the incumbent:

- Will spend time sitting, utilizing the computer.
- Will spend time standing/walking throughout the facilities.
- Must travel via personal vehicle or public transport to various facilities throughout the region.
- May lift up to 15 lbs periodically. If more, the incumbent must request assistance.
- The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.