



EXECUTIVE ASSISTANT

JOB DESCRIPTION SUMMARY:

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. Inglis is seeking an Executive Assistant who will have the primary responsibility for providing administrative support for the CEO and the Board of Directors. The Executive Assistant:

- Represents Inglis to the Board, consumers, community and organization.
- Coordinates scheduling and communications for the CEO and Board in collaboration with the Senior Team and their executive assistants.
- Partners with the CEO and Executive Team members to support the quality improvement processes throughout the organization and improve service and efficiency of the Executive Office.
- Assists with coordination of Executive and board procedures to ensure compliance with the bi-laws.
- Ensures that each Executive team member has adequate administrative support.
- Responsible for updating and training the admin support team on new processes and commitment to quality and customer satisfaction.
- Works independently and within a team on special non-recurring and ongoing projects. Acts as the project manager for special projects at the request of the CEO or other member of the Executive Team.
- Organizes and coordinates office functions, activities and communications; assure efficient workflow and office operations
- Creates an environment for success through good communication and team building.
- Supports the building of positive relationships across the organization.
- Demonstrates leadership by remaining knowledgeable regarding current best practices and integrates this into all aspects of role.

JOB QUALIFICATIONS:

- Education and experience should be equivalent to two years of college level course work in a business related field
- Ten (10) years or more of office administrative, supervisory or lead experience in the area of assignment or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above.
- Experience working with a senior executive is essential.
- The successful candidate must possess excellent communication, organizational, and people skills, with close attention to details.
- He/she must also have experience working with and collaboration with Board members and must demonstrate integrity and trust along with the ability to work independently.
- The successful candidate must be mature, service oriented and an excellent team member with the ability to juggle multiple priorities with shifting agendas.
- The successful candidate must also be highly skilled in the use of Microsoft Outlook, Office and web technologies.

REQUIRED COMPETENCIES:

- Demonstrates understanding and endorsement of Inglis' Mission, Vision, and Standards of Excellence
- Demonstrates respect and value of consumers' choices, decisions, and preferences, accepts diversity in others, and treats all individuals with respect
- Demonstrates personal integrity, credibility, and flexibility within the scope of position responsibilities
- Demonstrates the ability to understand, interpret, and uphold Inglis policies
- Demonstrates the ability to utilize a wide range of appropriate knowledge, skills, and attributes to achieve desired outcome and to incorporate new knowledge and skills into work performance within scope of the job responsibilities

The ideal candidate must also have excellent customer service skills, be organized with an attention to detail, be able to quickly adapt to a changing environment and have effective oral and written communication skills.

Inglis welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send resume, cover letter with salary requirements to Inglis, Attn: Human Resources, 2600 Belmont Avenue, Philadelphia, PA 19131 or via email to cynthia.burgess@inglis.org. EOE, M/F/D/V