

Executive Administrative Assistant Job Description

Department: Executive Offices/Administration

Location: Broken Arrow, OK

Reports To: Senior Executive Assistant

Job Type

This is a part-time position Monday-Thursday, 9:00 a.m.-2:00 p.m., as an admin assistant to the Senior Executive Assistant. Hours are static, but may require a Friday exception as needed for special projects and during executive family's travel to/within the United States.

Extra hours will be required during peak travel seasons.

Job Summary

We are seeking a detail-oriented and proactive Administrative Assistant to the Senior Executive Assistant to support the daily operations of our Executive Offices/Administration Department. The ideal candidate will be highly organized, have excellent communication skills, and handle multiple tasks efficiently in a fast-paced environment. This position will serve as backup/assistant to the Senior Executive Assistant.

Key Responsibilities

- Provide administrative support to the Senior Executive Assistant.
- Manage calendars, schedule meetings, organize events, and coordinate appointments.
- Maintain and organize physical and digital filing systems.
- Handle incoming calls, emails, and other communication as needed.
- Assist in planning and coordinating departmental travel as needed.
- Support data-entry and record-keeping tasks.
- Perform errands and manage orders as needed.
- Ensure confidentiality and security of sensitive information.
- Be able to communicate quickly and effectively with comprehensive writing skills.

Qualifications

- High-school diploma or equivalent; associate or bachelor's degree preferred.
- Proven experience as an administrative assistant, executive assistant, or similar role, preferably working with executive officers.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other communications software.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Ability to work both independently and collaboratively.
- Attention to detail with problem-solving skills.

To Apply: Please submit resume with a brief letter of inquiry and three references, personal and/or professional, to employment@renner.org. You may visit renner.org to learn more about our organization.