

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Executive Administrative Assistant to the President

REPORTS TO: President

PAY RANGE: \$15.68 TO \$23.52

SUMMARY: Responsible for office organizational activities as well as special assignments for the President, and the VP of Finance/CFO. Keep all information confidential.

ESSENTIAL FUNCTIONS OF THE JOB:

I. Assistant to the President Functions

1. Receive staff and visitors. Evidence of a pleasant disposition, always congenial to visitors and fellow employees.
2. Take messages and record calls if President is away from the office and unable to be reached. Collect and relay messages when President is on itinerary.
3. Screen incoming telephone calls from the public/persons unknown to President.
4. Schedule appointments and maintain management calendar, travel calendar, and board room calendar.
5. Open, date, and distribute President's as well as general Pacific Press mail.
6. Compose and type routine letters
7. Arrange itineraries in consultation with President; coordinate business travel requirements.
8. Prepare Board of Director's notifications; arrange for motels; transportation and other needs as required.
9. Maintain PPPA Board of Director's minute book.
10. Maintain Filing and records system.
11. Serve as liaison between social committee and management.
12. Work with the social committee to plan retirements and farewells.
13. Order and prepare employee birthday cards for the president.
14. Maintain management library, updating as new books are printed.
15. Assist the president in planning chapels; arrange for special music and chairperson as president requests.
16. Maintain Christmas card List. Work with the departments to update lists.
17. Order and arrange for flowers to be sent as requested by the president or VPs for a hospital stay, funeral, birth, farewell, retirement and etc.
18. Assemble, prepare, and distribute *Press In Print*. Create an Adobe PDF file for *Press In Print* and put it on the intranet.
19. Schedule tours; arrange training for new tour guides; maintain tour guide fact booklet.
20. Update Yearbook information and order yearbooks for Pacific Press.
21. Update Outlook committee groups.
22. Maintain Retired PPPA Employee and Retired HHES Employee address files in LRS.
23. Maintain and update bulletin boards. Screen and post items.
24. Screen and forward emails to the global email list.
25. Apply for copyright for each issue of the SS quarterlies.
26. Maintain a list for in-house periodical comps.
27. Serve as back-up to maintain and administer out-of-house book comp list.

II. Assistant to the VP of Finance/CFO Functions

1. Transcribe and distribute minutes for Management Committee.
2. Maintain corporate files and contracts.
3. Order and prepare employee birthday cards for Vice President.
4. Maintain the Benevolent Society, assessing as needed.
5. Maintain the Chapel contract file.
6. Maintain department worship schedule.

III. General Job Functions

1. Maintain regular attendance at work and work overtime as required
2. Comply with Pacific Press handbook guidelines.
3. This job description is not intended to be all-inclusive; the Administrative Assistant will also perform other reasonable related business duties as assigned by the President, and VP of Finance/CFO.

EXPERIENCE:

A minimum of five years of general secretarial and clerical experience required with a working knowledge of Microsoft Word, Microsoft Outlook, and personal computers; communications skills, telephone skills, satisfactory knowledge of English grammar and writing skills, professionalism, attention to detail, and ability to keep the information confidential.

EDUCATION:

Two-year college degree or the equivalent in work experience, ability to type 70 wpm.