



# Executive Admin Asst II

Contact: ANTHEM

Email: [anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)

[https://ga-troup.countybuyselltrade.com/jobs/executive-admin-asst-ii\\_new-york\\_58584](https://ga-troup.countybuyselltrade.com/jobs/executive-admin-asst-ii_new-york_58584)

Address:

New York

Price:

Check with seller

**DetailsApplyDescription** Performs a variety of support functions to a Senior Executive (SVP) and his/her leadership team. Primary duties may include, but are not limited to: - Serves as an intermediary between the executive and management, customers and associates. - Responsible for scheduling and preparing agenda for regular and special meetings, for securing requested information and for compiling various reports and analyses. - Maintains the daily appointment calendar. - Determines priorities and monitors the status of projects. - Responsible for travel arrangements, meeting coordination and conferences. - May act as a Meeting Recorder-summarizing action items precisely. - May provide direction and/or oversee other department administrative/clerical associates. - Performs diversified and confidential administrative duties requiring comprehensive skill and knowledge of organization policies and procedures. - Provides superior quality outcomes by taking ownership of administrative services to ensure quality work. - Handles more complex administrative duties. - Conducts research to assist executive with inquiries or issues. - Demonstrates full competence in own area of work, including excellent organizational skills. - Makes significant contribution to work team. - Works without significant guidance. - Perform web based research and navigation. - Represents themselves as a leader across their peers. EOE.M/F/Disability/Veteran QualificationsHS diploma and 8 years related experience required. Excellent communication skills (both written and verbal). Excellent customer relation and organizational skills as well as excellent understanding of office practices and procedures. Knowledge of Business English including punctuation, spelling and grammar and knowledge of personal computers and related software (word processing, spreadsheets, databases, etc.). Excellent typing and keyboard skills. Incumbent must be task-oriented with an excellent sense of priority, logic and objectivity. EOE.M/F/Disability/VeteranDetailsApply



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



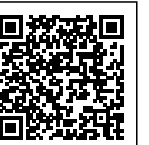
ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



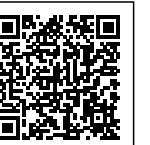
ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**



ANTHEM  
[anthem@countyjobs.careers](mailto:anthem@countyjobs.careers)  
<https://tinyurl.com/yv35opv2>

**Executive Admin Asst II**