



## POSITION DESCRIPTION

**Date:** 5-5-21

**Prepared by:** HR Department

**Approved by:** President

**Title:** Executive Assistant

**Reports to:** President

**Purpose of Position:** This position is responsible for bringing administrative, leadership and organizational support to the President of UKTS in a timely and accurate manner at a high level of customer satisfaction and teamwork.

### **Requirements:**

- Education - This position requires a College Degree or equivalent and a minimum of 5 years of executive assistant experience.
- Language Skills - Requires the ability to read, write, communicate, and interpret accurately in English. This position requires the ability to read and write reports, business correspondence and desk procedures. Employee must demonstrate the ability to interact tactfully and positively with customers, vendors, UKTS staff and management.
- Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and regular mathematic equations.
- Computer Skills – Proficient in Microsoft products and the ability to organize digital files and folders efficiently.

### **Essential Duties:**

- Manage and maintain projects and tasks as assigned.
- Loves to organize.
- Be proactive in handling tasks that have not been assigned.
- Maintain and record basic financial transactions.
- Establish and maintain a good paper and computer file system.
- Keep President's office organized and efficient.
- Screen and respond to daily emails.
- Sort and organize daily mail.
- Manage incoming phone calls.
- Organize any UKTS and vendor meetings and take minutes.
- Follow up on assigned action items at meetings the President is present.
- Maintain and manage his calendar and scheduled appointments.

- Perform other personal and administrative duties as requested.

**Work Environment:**

The Work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form and the ability to use sound judgment when faced with complex circumstances.
- The ability to deal with problems involving several variables in standardized situations is essential, while maintaining a professional, calm manner when negotiating with difficult or upset customers and employees.
- The noise level is quiet to moderate at times.
- The physical exertion is moderate, and work is performed in an office setting.
- There are frequent employee and customer contacts and interruptions in person and the telephone during work hours.
- Requires the ability to operate a personal computer, multi-line phone, calculator, and other basic office equipment.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit, use hand to finger, handle or feel, reach with hands and arms, and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must be able to occasionally lift and or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Fulltime position Monday through Friday 8am-5pm, but flex work hours may be necessary at times.
- UKTS reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**Standards:**

- Work will be performed in a routine, coordinated manner as to continuously duplicate or exceed desired results.
- Must have a strong customer service focus.
- Always maintain a clean and organized work area.
- Arrive to work early in preparation to start shift on time.
- Work performed is to be in a professional manner in accordance with or exceeding company standards.
- Adhere to all company policies, procedures, and standards.
- Display a professional and positive attitude toward UKTS and its employees.
- Maintain a professional appearance.
- Maintain excellent verbal and written communications.

- Work will be performed in accordance with all government laws and regulations.
- Continually seek professional and personal growth.
- Meet and exceed the expectations of the President of UKTS, while being proactive in handling his schedule, organizing his events and everyday assignments.
- Must have strong organizational and people skills.
- Must possess a good work ethic, strong detail orientation and a strong business sense.
- Maintain a professional, thoughtful, and confident attitude always.

Signing on behalf of this position and agreeing to accept all its responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Executive Assistant**

Signing on behalf of this position and agreeing to accept all its responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**VP of Human Resources**