



**Title:** Executive Assistant  
**Classification:** Exempt  
**Department:** Corporate  
**Reports to:** President/CEO

**Date:** 04/10/2023

**Position Summary:**

Provides high-level administrative and operational support to the President/CEO by conducting analysis, preparing documents, handling information requests. This role will coordinate and manage scheduling, prepare and organize important materials and plans, and support board meetings and the preparation of board materials. This role supports the President/CEO, connecting organizations, projects, and critical business information is shared, ensuring meetings and materials are efficient and effective and serves as a trusted partner to support priorities of the business.

**Required Qualifications:**

- Detail-oriented, self-starter with 2+ years prior experience in supporting Executives.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Exceptional writing, editing, and proofreading skills.
- Excellent organization and time-management skills.
- Strong technical skills to support full capabilities within systems.

**Preferred Qualifications:**

- Someone who exhibits sound judgment with the ability to prioritize and make decisions.
- Energetic and eager to tackle new projects and ideas.
- Comfortable interacting with high-level Executives.
- A team player capable of cultivating productive working relationships across the company.
- Resourceful, can-do attitude, while taking initiative.
- Thrives in a fast-paced environment.

**Education:**

Bachelor's degree or equivalent relevant experience is required.

**Essential Responsibilities:**

- Monitor strategic business program initiatives from end to end.
- Create and regularly update executive dashboard using data and metrics gathered.
- Complete a variety of special projects including creating PowerPoint presentations, spreadsheets, special reports, agenda material, and other documents for important meetings.
- Provide communication assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Leverage and create executive solutions through various productivity tools.
- Provide coordination, monitoring, and communication of select projects and programs.

- Keep Executives advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Plan, schedule, coordinate, and attend various corporate governance meetings such Board of Director and Shareholder meetings, and prepare necessary event details, documentation, and distribution of meeting minutes in a timely manner.
- Manage President/CEO's calendar, including scheduling meetings, confirming appointments, creating agendas, and arranging travel.

**Work Environment:**

Exposed to a combination of normal office type environments.

**Work Location:**

Hybrid; Minneapolis, MN area

**Travel:**

Occasional travel is required (up to 10% of the time)

**Licenses, Certifications, and Training Requirements:**

Motor vehicle driver's license in good standing.

**Physical, Mental and Visual Demands:**

- Work involves receiving multiple assignments and the ability to complete assignments for multiple projects while meeting required deadlines. This will require prioritization skills and possible work after normal business hours on short notice.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.