



Stepping Stones Community Resources, Inc.
3904-A Airport Drive, Wilson, NC 27896
(919) 269-9300

PERSONAL SECRETARY

JOB DESCRIPTION

Job Title: Personal Secretary

Reports To: Chief Executive Director

Job Description

Personal Secretary will assist high-level executives with day-to-day operations and help them navigate their day. As a personal secretary, you will work with the top two executives. You will be relied upon to know their schedules inside and out. You will help plan their days, work with them to coordinate travel, draft emails, and possibly other duties like running errands.

Job Requirements in Education, Knowledge and Skills:

- Bachelor's Degree
- Polished professional having experience (minimum 1 year) supporting two fast paced executives
- High level of professionalism and demonstrated ability to handle confidential information accordingly is crucial in this role
- Demonstrated success where personal results and accountability are evident
- Strong listening and communication skills - You will be expected to follow instruction from your supervisor, and your ability to understand those instructions with little or no follow. Also, you might need to relay messages or instructions to others from your supervisors. Excellent listening and communication skills ensures that the information is relayed correctly
- Can operate independently and remotely from supervisors
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail - you will be held accountable to keep their working day in order
- Advanced PC skills in Microsoft Office, including Word, PowerPoint and Excel - you will be drafting emails, faxing, copying, printing documents and creating spreadsheets
- Proficient with technology including mobile devices

Essential Duties and Responsibilities including but not limited to:

- answering telephone calls and/or taking messages
- arranging appointments and/or organizing meetings
- typing/word processing
- filing
- booking transport and accommodation
- liaising with staff and suppliers
- preparing letters, presentations and reports
- running errands

Job Type: Full-time

Salary: \$25,000.00 to \$40,000.00 /year

Required Education:

Bachelor's

Required Experience:

Executive Secretary/Assistant: 1 year

Required License or Certification:

NC Driver's License

Stepping Stones Lead You to Milestones on Your Path to Success

www.SteppingStonesCRI.net