

JOB NUMBER: WDC-18-009
JOB TITLE: WDC Executive Assistant
Supervisor: Chief Executive Officer (CEO)
Status: Full Time – Exempt
Office Location: Grand Rapids, MI

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of commercial real estate, Federal operating companies, and Commercial operating companies.

POSITION SUMMARY

The Executive Assistant provides high-level administrative support to the Chief Executive Officer (CEO) of WDC as well as company executives and staff by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. The position reports to the CEO and works closely with all employees, and clients.

ESSENTIAL FUNCTIONS

- Provides Executive Assistance to CEO
- Ability to maintain CEO priorities and assist in communicating them to the team
- Promptly, accurately, professionally and courteously receive all telephone calls and direct calls to appropriate parties or take messages
- Coordinates and manages the scheduling of business meetings, conference calls, appointments
- Work may be confidential in nature, with exposure to sensitive information, requiring considerable discretion, judgment, tact and diplomacy as well as practical knowledge of company policies and practices
- Strong written and verbal communication, administrative, and organizational skills
- Greet visitors and determine whether they should be given access to specific individuals
- Proficient skills with formatting Microsoft Word and Excel documents
- Experience completing expense reports
- Type reports, memos, letters and other documents using Microsoft Office
- Experience with contracts and contract review

- Work closely and effectively with the CEO to keep well informed of upcoming commitments and responsibilities, following up appropriately
- Ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion
- Produce reports, presentations and briefs
- Edits and or prepares first drafts for written communications
- Organization and maintenance of confidential files
- Coordinates and prepares supporting documents and attends staff and board meetings, as requested
- Prepare coordinate, deliver, mail and receive packages
- Ensure office equipment is properly maintained and serviced
- Maintain CEO records, manage database systems, and CEO email
- Coordinate and plan working luncheons, meetings and special events, confirm attendance of participants and communicate details (to include coordinating, catering meals, and ordering supplies, etc.) Restore orderliness to area
- Make travel arrangements for CEO and staff members as requested
- Assist with keeping office clean and in order
- Fill in for administrative assistant periodically
- Other duties as assigned

RISK MANAGEMENT

- Ensure confidentiality of CEO and all WDC and subsidiary business matters
- Requires considerable discretion, judgment, tact and diplomacy as well as practical knowledge of company policies and practices

COMMUNICATION

- Effectively and regularly communicate with the CEO and staff members
- Support WDC's values, principles, vision, mission
- Utilize effective communication skills to answer inquiries from coworkers, clients, or the public
- Support involvement may include producing reports, presentations, and other visual material

STRATEGIC PLANNING

- Assist with the development of short and long-term organizational goals
- Contribute to the development of the WDC's vision and mission

LEADERSHIP

- Foster a company culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels

MINIMUM QUALIFICATIONS

- High School graduate
- Associates or Bachelor's degree preferred
- Paralegal experience preferred
- Government Contracting experience preferred
- Minimum of 5 years' experience as Executive Assistant
- Ability to work onsite in Grand Rapids, MI
- Advanced drafting, editing and formatting correspondence experience
- Excellent interpersonal and communication skills on the phone, in person, and written with the ability to convey information in a clear, focused and concise manner
- Self-starter with excellent creative design process, organizational, time management, attention to detail and follow up skills; ability to manage competing priorities and assignments
- Ability to exercise good judgment in a variety of situations
- Ability to maintain confidentiality and handle confidential material with discretion
- Proficient in Microsoft office suite including; Word, Excel, PowerPoint and Adobe
- Advanced written and verbal communication skills
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Must be a good fit for company and culture
- Ability to pass a pre-employment drug screen
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by WDC
- Perform other duties / special projects as required

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

TRAVEL

This position may require travel up to 10% of the time

POSITION TYPE

This is a full time exempt position

RELOCATION

Relocation expenses are not provided

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

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