**Program:** Administrative Secretarial/Office Mngt

**Company:** Alpha Omega Publications

**Contact:** Mary Oliver

**Website:** www.aop.com

**E-mail:** moliver@aop.com

**Job Title:** EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT

**Description:** Two positions available

**Duties and Responsibilities:**
- Responsible for calendar management, schedule and coordination of all meetings and appointments
- Coordinate travel schedule
- Process and track monthly expenses reports
- Collect data from a variety of sources and prepare/generate weekly and monthly reports as needed
- Prepare and review email/or letter correspondence as requested
- Responsible for screening calls, taking messages and directing inquiries
- Coordinate and prepare information/materials for meetings, conference calls etc.
- File documents as needed
- Occasional event planning
- Other duties as assigned

**Minimum Qualifications:**
- High School Diploma or equivalent required
- 2-5 years experience providing support at the executive level
- Technology savvy: strong MS Office suite skills
- Proactive in planning and thinking ahead
- Works well with little direction and/or supervision
- Excellent time management skills for timely completion of projects and tasks
- Strong organizational skills, attention to detail is key
- Ability to exercises appropriate discretion with sensitive information
- Strong communication skills both written and verbal
- Ability to work in a fast paced environment and multi-task effectively with frequent interruptions
- Ability to work well under pressure
- Basic project management skills

**Salary/Benefits:** Not given

**Application Procedure:** Send your resume to moliver@aop.com

Post in A.B

Date: 10/28/10