EXECUTIVE ADMINISTRATIVE ASSISTANT
New York, NY – Full Time

Job Description:
AGBU is seeking an experienced Executive Administrative Assistant with the ability to support key executives in our global headquarters located in New York City. This is a highly visible role working with multiple in-house teams and international volunteers to assist in the daily administrative and logistical needs for the Managing Director.

Responsibilities:
• Perform a wide range of administrative and office support activities to facilitate the efficient operation of the organization
• Coordinate executive communications including answering emails, routing calls to the correct person, and scheduling meetings and appointments
• Assist in preparation for meetings
• Manage travel arrangements for executives, as needed
• Opening, sorting and distributing incoming correspondence
• Maintain an organized filing system of documents, corporate records and reports
• Administrative details; gather, compile and report information relevant to department; may manage several projects or activities at one time
• Work with other personnel to gather or convey relevant information
• May be involved in high-level donor and volunteer contact and exposure to sensitive information, and must use considerable tact, diplomacy and judgment
• Carry out major assignments in conducting the operations of the business
• Work on special projects as assigned and perform other duties as necessary
• Provide support during events
• Perform other administrative tasks as needed

Requirements:
• 7+ years of proven experience as an executive assistant or other relevant administrative support
• Bachelor’s Degree required
• Advanced administrative and analytical skills
• Thorough knowledge of a variety of software programs including word processing, spreadsheets, databases, and presentation software
• Proven organization and time management skills with impeccable multi-tasking abilities
• Attention to detail and the belief that no task is too big or too small
• Ability to work independently and quickly
• In-depth understanding of entire MS Office suite
• Ability to organize a daily workload by priorities
• Must be able to meet deadlines in a fast-paced quickly changing environment
• A proactive approach to problem-solving with strong decision-making skills
• Professional level oral and interpersonal communication skills
• Must uphold a strict level of confidentiality with good judgment and exercise skills. Use utmost discretion with confidential and sensitive information
• Additional languages a plus but not a requirement: Armenian/French

AGBU is committed to promoting diversity and inclusion and employs regardless of race, religion, color, national origin, sex, disability, age, or veteran status. Email resume and cover letter to jobs@agbu.org. Submissions will be accepted until the position is filled. Initial interviews of strong candidates will be held as submissions are received. Salary commensurate with experience. No phone calls please.