



Executive Assistant

Government Affairs

Job Duties: The position provides administrative support to the Senior Vice President/General Counsel, and the Vice President, Government Affairs. Responsibilities include: making travel plans including hotels, airfare and car rental and preparing expense reports and check requests utilizing a digital expense and check request system. Answering and directing phone calls, opening and directing mail, drafting correspondence and maintaining records and files for the department are part of the daily duties for this position. Other responsibilities include interacting with association leadership and board and committee members; assisting with organizing and managing fund raising events; providing support for annual budget development and interim reporting and submitting state-required lobbying financial reports. Additional duties include working collaboratively with other department and association staff on the business of the department; reconciling departmental lobbying logs for submission to the Accounting department; and creating other management and financial reports as directed. As Administrative Assistant for the Government Affairs and Legal Department, there will be additional duties assigned as needed including providing administrative support for other members of the department. This position shares back-up for the front reception desks for breaks, lunch and vacation coverage.

Required Skills & Experience: 3+ years executive assistant experience supporting 2 or more executives. Demonstrated ability to handle confidential information along with the ability to multi-task. Ability to independently manage workload and meet deadlines. Must have strong written and oral communication skills. Strong proficiency in Microsoft Office Suite with particular expertise in Word and Excel is required. Experience with monitoring and inputting budget information on a digital budgeting software. Must be highly organized and have the ability to juggle many tasks at once along with both mathematical and writing aptitude. Experience researching, making and changing travel arrangements both locally and internationally. Detail-oriented, team player, and flexibility are essential for this position.

Contact: If interested in this position, please submit an email to Alice Wang, Human Resources Director at RVIAjobs@rvia.org summarizing your skills and experience in relation to meeting the required skills and experience for this position.