

Executive Assistant

SafeHouse of Seminole: Seminole County, Florida

SafeHouse of Seminole is recruiting for an experienced, highly skilled Executive Assistant to the CEO.

Only qualified applicants will be contacted

As the Executive Assistant you will be expected to effectively and efficiently handle the following:

RESPONSIBILITIES

- Planning and follow-up of CEO's activities
- Maintain CEO **Outlook** calendar
- Scheduling and coordination of grant calendar and deadlines
- Compose and edit letters and press releases
- Create memos, agenda's and board minutes
- File
- Assist in preparation for audits
- Assist in coordinating events and fundraisers
- Other duties as assigned

REQUIREMENTS

- Must be very organized
- Must have excellent multi-tasking abilities
- At least five (5) years' experience working as an administrative assistant or similar office experience.
- Must possess strong written and verbal skills
- Proficient in Microsoft Office 2010
- Familiarity with grants and non-profits a plus
- Valid driver license and current insurance

Full Time hourly rate: \$10-\$11\

Shift: Days: Monday-Friday

Interested parties should e-mail their resume along with a one page cover letter to: mskorepa@safehouseofseminole.org. No phone calls please.

Posting Deadline: November 4th, 2011

We are an equal opportunity employer, dedicated to a policy of non-discrimination with regard to race, creed, religion, color, gender, disability, marital status, veteran status, national origin, age or any other characteristics protected by law.