JOB DESCRIPTION	JOB TITLE:	Executive Administrative Assistant	
	Job Location:	Utah Olympic Park	Position Code: 045
	Reports to:	CEO	Pay Grade: 6
	Function Area:	UOLF Administration	Type: Exempt

Job Title: Executive Administrative Assistant

Major Tasks, Responsibilities and Accountability

- Board of Directors Communications / Meeting preparations – Coordinate communications, quarterly meeting preparation, reports and compliance documentation.
- Attend and Provide Minutes - For Board, Finance, Sport and Management meetings.
- Contract & Document Controls – Oversee UOLF's official documents – e.g.: contracts, annual reports, non-profit organization filings, etc.
- Analytical Reports & Project Support – Provide a variety of administrative research and analysis for key UOLF project initiatives. Needs will range from ongoing budget tracking to long term development project research. Administer a variety of projects as assigned.
- Proofreading – Apply proofreading skills to all management areas, including marketing, finance, and special projects
- Provide General Administrative Support – Including, but not limited to, meeting coordination, scheduling, communications, and telephone support (taking messages and retrieving voicemails) for CEO and other senior management.
- Financial Team Support – Assist finance team, as requested, including filing, document control, correspondence and annual report preparation.
- Website Support – Assist Marketing with content maintenance of website for UOLF administrative site.

Required Knowledge and Essential Skills

- Must have exceptional writing and oral communications skills, including excellent proofreading skills
- Must be self-motivated, creative and an analytical problem solver
- Minimum 3 years experience working in an office environment for Senior Management
- Must have a professional demeanor and pro-active attitude
- Self starter who will take initiative and work independently
- Excellent organizational skills
- Ability to multi-task in fast paced environment
- Strong computer skills and proficiency with Microsoft Office Suite (Word, Excel, Access and PowerPoint), email and the internet

Minimum Qualifications

- Minimum 18 years of age

Physical Requirements

- Ability to lift 20 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Education / Experience
Required In-House Training

- UOLF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.

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