

# Quick Employment

Temporary to permanent hire - Executive Assistant in Downtown Cleveland, OH. The position is full-time, Mon. – Fri. (40 hours a week). The pay rate is \$34.00 to \$35.00 an hour. The monthly pay is \$5,400.00 to \$5,600.00. This is an excellent company to work with. When you are hired permanently you will receive an excellent benefit package and opportunities for advancements.

**Job Summary** – The Executive Assistant will provide high-level administrative support to the General Manager/ CEO and serve as the primary liaison and administrator to the Board of Trustees. Including the execution of executive functions, Board’s governance, organizational skills, and policies while maintaining confidentiality and professionalism.

## **Executive Support:**

- Manage the executive's schedule, including meetings, travel, and communications.
- Prepare reports, presentations, and briefing materials for leadership.
- Coordinate correspondence, including drafting and proofreading emails, memos, and documents.
- Handle confidential and sensitive information with discretion.
- Act as a liaison between the executive office and internal/external stakeholders.

## **Board of Trustees Administration:**

- Organize and schedule board meetings, including agenda preparation, meeting notices, and logistics.
- Record and distribute accurate minutes and follow up on action items.
- Maintain the board’s governance documents, policies, and records.
- Ensure compliance with legal and regulatory requirements related to board governance.
- Facilitate communication between the Board’s Chair, executive leadership, and external partners.
- Handle incoming inquiries and provide excellent customer service to stakeholders.

## **Education & Experience:**

- Bachelor’s degree in business administration, public administration, or a related field
- Minimum of five (5) years’ experience in executive support, board administration, or governance roles.
- Experience in government, or nonprofit sectors is a plus.

## **Skills & Competencies:**

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and board management software.
- Ability to handle multiple priorities while maintaining attention to details.
- Strong discretion and ability to handle sensitive information confidentially.
- Knowledge of governance policies, open Board meeting laws, and regulatory compliance.

## **Minimum Requirements:**

- Must be able to pass a background screening.
- Must be able to pass a drug screening.

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