



## Position Description Greater Green Bay Chamber Executive Assistant

### **Executive Assistant**

**Terms:** Full Time / Exempt

**Location:** 300 N Broadway, Ste 3A

**Reports To:** President & CEO

The Executive Assistant is a strategic role that provides high-level administrative support to the president and Human Resource aid to the Chamber as a whole. This position requires a proactive approach to anticipating the President's needs and managing the President's complex schedule. This position also ensures the efficient operation of the President's office, while also serving as the primary liaison between the President and internal and external stakeholders, requiring exceptional organizational and communication skills, discretion, and professionalism. This individual will also assist the Greater Green Bay Chamber with general Human Resource responsibilities.

**About Us:** Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

- Responsibilities:**
- Provide comprehensive administrative support to the President, including managing calendars, scheduling appointments, and coordinating meetings.
  - Anticipate the President's needs and resolve conflicts quickly.
  - Organize and maintain confidential filing systems for both physical and digital documents.
  - Establish efficient processes and document procedures, handles confidential documents and information with the utmost discretion.
  - Prepare and organize materials for board meetings, executive committees, and other high-level gatherings.
  - Support the preparation and follow-up of Board of Director meetings, including agenda preparation and minute taking.
  - Assist in expense reporting for the President.
  - Ensure regular review of board handbook, policies and procedures.
  - Draft, review, and distribute I communications to the Board of Directors and Executive Committee.
  - Serve as a liaison between the President's office and internal/external stakeholders.
  - Serves as the primary contact for Human Resource related questions/concerns.



- Oversees professional development and training requests and encourages continuous learning.
- Leads and manages employee engagement including monitoring employee morale and organizational culture.
- Assist with new employee responsibilities including recruiting, interviewing, hiring, and onboarding.
- Manage incoming calls, emails, and correspondence, prioritizing and responding as appropriate.
- Assists the President with special projects

**Position Qualifications:**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to work independently with minimal supervision.
- Communication- Ability to communicate effectively with others using the spoken word. Also able to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.



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**Minimum Qualifications:**

- Associate degree
- 5+ years of executive support experience
- Human Resource Experience
- Proficient in Microsoft Office Suite (Word, Excel, Teams, Outlook).
- Excellent writing and editing skills
- Exceptional interpersonal and communication skills
- Strong organizational and time management skills
- Ability to work under pressure and meet deadlines
- Commitment to creating and contributing to a positive work culture
- Discretion and professionalism in handling sensitive information
- Demonstrated ability to work independently and remain calm under pressure



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