



Position Title: Executive Assistant to the President & CEO

Job Summary: The Georgia Chamber is seeking an Executive Assistant to the President & CEO. The Executive Assistant will provide high-level administrative support to the President & CEO of the Georgia Chamber of Commerce and senior staff. The Executive Assistant is a member of the senior team and plays a critical role in managing the flow of people and information through the President's office.

Job Type: Full Time; 40-hour work week

Reports to: President & CEO

Duties/Responsibilities:

- Provides high-level administrative support and assistance to the President & CEO.
- Supports the President & CEO by reading, researching, and routing correspondence, drafting letters and memos; collecting and analyzing information; initiating communications; and, in some instances, advising on issues sensitive to the organization.
- Arranges travel logistics and accommodations.
- Provides financial record keeping support for the President & CEO including submitting invoices, receipts, and credit card statements.
- Builds and maintains professional relationships with members of federal, state, and local government entities and executive leadership in investor organizations.
- Builds and maintains professional relationships with peers affiliated with senior executives serving on Georgia Chamber Executive Committee and various Boards.
- Maintains comprehensive and accurate records.
- Organizes meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Manages the President & CEO's calendar, including making appointments, and prioritizing sensitive matters.
- Coordinates with GCC Government Affairs team and monitors legislation during the annual Session of the Georgia General Assembly and briefs President & CEO on legislative action taken.
- Coordinates with GCC External Affairs team to facilitate speaking requests and media engagement.
- Maintains Georgia Chamber member's confidence and protects operations by keeping information confidential.

Required Skills/Abilities:

- Ability to remain calm and thrive in stressful situations.
- Excellent verbal and written communication skills.
- Basic knowledge of Georgia's Legislative process.
- Basic knowledge of Georgia's corporate community.
- Basic knowledge of Georgia's chamber of commerce community.
- Ultimate team player, no excuses, accountable, ready to support staff and investors as needed for the success of the organization.
- Excellent organizational and time management skills and ability to meet deadlines.
- Value driven kind, thoughtful, servant hearted, responsive, and timely.

- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Keep your attention to detail.

Education and Experience:

- High school diploma required; bachelor's degree in Business, Public Policy, or related field preferred.
- At least 5 years of high-level Administration/Operations related experience required.
- Past experience as senior executive's Executive Assistant preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.