

POSITION DESCRIPTION

Clearfield, Inc.

POSITION TITLE: Executive Administrative Assistant

POSITION OBJECTIVE: Assist Executive team and other department leaders with administrative detail.

POSITION RESPONSIBILITIES:

1. Exercise discretion, independent judgment, solve problems, and handle confidential information with a high degree of accuracy and excellent attention to detail:
 - Initiate cyclical activities. And prepare presentations and numerical reports as assigned.
 - Assist pro-actively with timely communications to internal and external customers. Provide back-up materials as necessary.
 - Set-up and tear down of meeting equipment and supplies including electronic devices, flip charts, writing materials, refreshments, or other amenities.
 - Record-keeping of research, contractual, and other business documentation.
2. Maintain Executive calendars and business activities
 - Schedule travel arrangements for executive team and Board members, including scheduling of offsite meetings
 - Screen visitors and calls to control interruptions.
 - Coordinate field visits from outside clients, including lodging, hosted onsite meals or other services as needed.
 - Record-keeping relating to written, telephone, and e-mail correspondence.
 - Record minutes for Board meetings
 - Record minutes of major department meetings, attendance, and related record filing.
3. Supports CEO with investor relations
 - Accepts investor telephone calls, determining if personal assistance can be provided or if call should be directed to CEO.
 - Maintains database containing investor information and recording contact with individuals
3. Fosters a spirit of teamwork and cooperation throughout the office, supporting other department leaders as needed.
4. Performs other responsibilities as apparent or assigned.

POSITION REQUIREMENTS:

- Minimum of two years experience in administrative support role to management.
- College coursework or specialized training preferred.
- Strong PC Skills in MS Word, PowerPoint, and Excel required.
- Excellent written and verbal communication skills required.
- Ability to multi-task and prioritize competing work demands, and organize work to meet scheduled deadlines.
- Demonstrated professional, positive, service-oriented behavior in all interactions require

September 2017