

Employment Opportunity

Company: Evermore Community Improvement District

Contact: Brett Harrell, Executive Director

Location: Snellville, Gwinnett County, Georgia

Email: bharrell@evermorecid.org

Base Pay: \$28,500 - \$38,500 (depending on qualifications)

Ref. ID: Executive Assistant

Employee Type: Full-Time

No phone calls or fax

Industry: Quasi-Governmental – Transportation / Economic Development

Manages Others: No

Job Type: Administrative – Clerical

Req'd Education: 2 Year Degree (4 Year Preferred)

Req'd Experience: 3 Years or greater

Req'd Travel: Local

Job Description: Great full-time opportunity for experienced Executive Assistant at a quasi-governmental organization investing in community transportation and economic development enhancements.

The candidate selected for this position reports directly to the Executive Director. Candidate will coordinate meetings, conferences, travel arrangements, and maintain a well-organized office environment. Candidate will be responsible for producing PowerPoint presentations, managing expense reports, QuickBooks accounting, secretarial duties, and managing Outlook mailboxes.

The selected candidate will be the “go to” person for the Executive Director and must be comfortable and proficient in communicating with a Board of Directors, governmental officials, property owners, business owners, consultants, and the public.

Job Requirements:

- Must have a minimum of 2-year degree and 3 – 5 years of proven Executive Assistant experience
- Must have an ADVANCED proficiency on ALL MS Office Applications (Word, Excel, Outlook, PowerPoint) as well as ability to manage and update organization website
- Must have a proven ability to support an Executive team
- Must have excellent work history that includes stability
- Must be a self-starter, work independently, and function efficiently working alone
- Must have a proven ability to prioritize and multi-task
- Prior governmental, transportation, and/or economic development experience a plus

Letter of interest, resume, and salary requirements accepted via email until June 15, 2008.