

**AMERICAN JERSEY CATTLE ASSOCIATION
NATIONAL ALL-JERSEY INC.**

POSITION DESCRIPTION

Title: Executive Assistant

Objective: To provide high-level confidential administrative support to the office of the Executive Secretary.

Location: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio.

Reports to: Executive Secretary & Chief Executive Officer

Responsibilities:

- ◆ Provide administrative duties such as managing calendar, project management, travel schedule and filing
- ◆ Manage communication for Executive Secretary, including phone messages, mail, email, letters and small marketing/PR requests
- ◆ Plan and coordinate conferences and board meetings
- ◆ Attend meetings and record minutes, as well as, compile, transcribe and distribute minutes
- ◆ Schedule/Plan travel arrangements for staff and board members
- ◆ Work with the Executive Secretary to understand goals and main points of projects and assist as required

Other Responsibilities

- ◆ Provide administrative assistance to other management team members as needed
- ◆ Assist with All American Show and Sale activities
- ◆ Miscellaneous assistance with various special projects
- ◆ Other projects and duties as instructed

Placement Standards:

- ◆ College degree or equivalent experience as administrative assistant
- ◆ Experience with Microsoft Office Suite
- ◆ Strong writing skills, able to write letters for Executive Secretary to edit
- ◆ Experience with travel coordination
- ◆ Experience with meeting/event planning
- ◆ Excellent communication skills, both verbal and written
- ◆ Highly professional standards and personal presentation/appearance
- ◆ Attention to detail
- ◆ Ability to work independently
- ◆ Ability and willingness to make decisions based on understanding of Executive Secretary's viewpoint
- ◆ Ability to manage deadlines
- ◆ Ability to travel
- ◆ General knowledge of agriculture and/or dairy industry a plus

Salary: Commensurate with experience. Eligible for employee benefit package.

Working Conditions: Full time position. Works in an office setting, however, some travel will be required. Evenings, weekends and holidays may be required to carry out responsibilities.

This position description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other instructions and to perform any other duties requested by the Executive Secretary or his designate.