



Job Description

Job Title: Executive Administrative Assistant
Department: Business Development
Reports To: SVP, Business Development
FLSA Status: Exempt
Location: Orlando
Salary Range: \$45,000- 50,000

BASIC PURPOSE:

This job is responsible for performing high level, confidential administrative duties in support of the Senior Vice President and Vice President of Business Development (BD). The role will also support the BD team.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Provide administrative duties at the executive level as directed by the SVP and VPs to include calendars, meeting schedules, travel arrangements, processing expense reports, production of reports and graphics, arranging teleconferences and webinars.
- Input data into Salesforce to include running reports for the team.
- Review incoming correspondence and assistance requests to determine disposition and follow-through. Prepare responses as necessary/requested on behalf of SVP and VPs.
- Build relationships on behalf of the SVP and BD team with other departments, clients, partners, and prospects.
- Perform general administrative office support functions such as filing, preparing expense reports, handling mailings, assembling large proposals, coordinating itineraries, and ensuring discrete disposition of confidential matters.
- Assists BD team with event preparation and execution.

SUPERVISORY RESPONSIBILITIES:

Not applicable for this position

ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified for this position

MINIMUM QUALIFICATIONS REQUIRED:

- Five years' experience as executive administrative assistant
- Excellent competency with Microsoft Office applications
- Demonstrated experience working with senior level executives
- Excellent business writing skills encompassing varied types of business/executive communications
- Experience with legislative protocol
- High school graduate

PREFERRED QUALIFICATIONS:

- A.A. degree or relevant college-level coursework
- Previous experience in a government or not-for-profit organization
- Certification with International Association of Administrative Personnel (IAP)
- Knowledge of government and/or legislative operations and processes

Please submit resume thru job posting on [Indeed.com](https://www.indeed.com)

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