



## **JOB DESCRIPTION: Executive Assistant**

Job Title: Executive Assistant  
Department: Operations  
Reports To: Executive Manager and Commission Liaison  
Classification: Regular, Full Time, Nonexempt  
Supervisory responsibility: No  
Regular Daily Hours: 8:30 a.m. – 5:30 p.m.  
Salary Range: Starting at \$38,000, Depending on Experience

### **Position Summary:**

Supports the Executive Manager on behalf of the Chief Executive Officer with daily and special projects, including: drafting business correspondence; providing administrative support; coordinating travel logistics; overseeing department filing system; managing department contact management system; and other general office support functions. Secondly, assists in special projects for key executive staff and serves as administrative support where needed.

### **Key Duties & Responsibilities:**

#### **Estimated % of Time    Activity**

50%	Provide administrative support to the Chief Executive Officer – maintain Outlook calendar; set up meetings; process mail and email; answer incoming calls; make travel arrangements; process travel claims; reconcile credit card statements; external communication to industry.
20%	Work on a variety of projects such as: Commission meeting preparation, special projects and programs, and support for the Executive Manager.

15%	Provide support for all industry committees - coordination with Executive Manager and Executive Staff; communication to all committee members; meeting invitations; committee member and staff follow-up; maintenance of committee rosters; and management of meeting admin staff
15%	Other duties as assigned by supervisor or executive staff.

### **Essential Qualifications:**

To perform this job successfully, an individual must be able to perform each key duty satisfactorily:

- Five plus years of previous experience with office administration and strong technical skills.
- Budgeting experience is required.
- Proficiency with a variety of Microsoft Office products, including Word, Excel, Outlook, and PowerPoint.
- Strong writing and interpersonal skills and the ability to multitask and handle a fast-paced organization.
- Ability to solve problems with a minimum of supervision or seek guidance proactively when necessary.
- Previous experience and competency with iMIS or other contact management systems a plus.
- Background in marketing a plus.

**Compensation:**

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

**How to Apply:**

Please send your cover letter, resume, two (2) writing samples and salary requirements via e-mail to Sacramento Staffing Agency, [help@sacramentostaffingagency.com](mailto:help@sacramentostaffingagency.com).

Visit California has an organizational commitment to the principles of diversity and inclusion. In that spirit, we welcome all qualified individuals without regard to race, religion, color, sex, ancestry, gender, gender identity, sexual orientation, age, marital status, disability, national origin, medical condition, U.S. veteran/military status, pregnancy or reasonable accommodation.