



"We are the heartbeat of the city, and the rythm of the region".

Job Title	Executive Assistant General Manager
Reports To	General Manager
Salary	TBD
Closing Date	Until filled

## Job Purpose

~ The primary duties and responsibilities include providing *administrative support to the General Manager and GPTC employees* through a variety of tasks related to organization and communication, ensuring the efficient operation of the office. Responsible for confidential and time-sensitive material. Familiar with a variety of the organization's concepts, practices and procedures.

## Duties and Responsibilities – GM Executive Assistant

- Answers and directs phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies & equipment
- Book travel arrangements for staff and reconcile expenses
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Generate reports
- Handle multiple projects
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Organize travel arrangements for the General Manager and reconcile travel expense claims
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings



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- Reply to email, telephone, or face-to-face inquiries
- Receive, sort, and distribute the mail for the General Manager
- Manage General Manager /BOD meeting calendars
- Oversee and distribute the Departmental Board Reports
- Enter time for the Administrative Staff
- Maintain up-to-date attendance records for Administrative Staff
- Maintain GPTC Ordinances and Resolutions
- Maintain GPTC Administrative Forms
- Maintain GPTC SOPs

## Qualifications

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 7 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred
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## Working conditions

Work in an office environment

## Physical requirements

The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.