

## **Executive Assistant/Office Manager**

### **Position Description**

**Summary of position:** The North American Securities Administrators Association (NASAA), a prominent Washington D.C. association devoted to supporting the work of state and provincial securities regulators, is seeking to hire an Executive Assistant/Office Manager to provide administrative support to the Association's Executive Director and other departmental directors and manage general office operations. The successful candidate will be highly motivated, have a positive attitude, and a commitment to excellence. He or she must possess excellent organization and communication skills, the ability to multi-task, maintain confidentiality, coordinate concurrent workflows, and function well individually or as a team player. The position reports to the Executive Director and the Director of Finance and Operations. This position offers a competitive compensation package, including medical and dental benefits; disability insurance; life insurance; and retirement fund options.

### **The responsibilities of the Executive Assistant/Office Manager include the following:**

- Provides ongoing support to the Executive Director including drafting correspondence, scheduling Board meetings, and other appointments, organizing and filing office materials, and drafting meetings and conference call agendas.
- Coordinates receipt and compilation of NASAA Board meeting materials utilizing the BoardBookIt application.
- Manages the Executive Director's calendar, makes travel arrangements, completes monthly timesheets, updates weekly tasks tracker, and prepares expense reports utilizing the Concur application.
- Assists other departmental directors with administrative duties, including scheduling conference calls, and compiling documents in advance of meetings.
- Maintains the organization's calendar of events.
- Responds to inquiries from the Association's members and the public at the direction of the Executive Director.
- Coordinate resolution of office maintenance issues and keeps the office common areas clean and tidy.
- Serves as the point for office administration vendors and acts as a liaison with building office management.
- Maintains, manages the office and sundry supplies inventories, and places orders when needed.
- Coordinates monthly staff Lunch and Learn events and manages arrangements for in-house conferences.
- Collects and distributes incoming mail and meters all outgoing mail. Handles outgoing express mail.
- Maintains daily cash receipts log for Finance.
- Acts as main floor warden in case of emergency office evacuation.
- Performs other duties as may be assigned.

### **Qualifications for the Executive Assistant/Office Manager**

- Minimum 3 years of relevant work experience.
- Bachelor's degree required.
- Highly proficient in the use of Microsoft Office products, including Word, Outlook, Excel, and PowerPoint.
- Excellent organizational, oral, and written communication skills.
- Strong attention to detail and adaptability to varied work assignments.
- Demonstrated ability to manage multiple assignments, including deadline-driven assignments and medium to high email correspondence volume.
- Meets deadlines and completes projects independently with minimal supervision.
- Positive attitude and the ability to work as a team member.
- An interest in investor protection and securities regulation.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment based on race, color, religion, national origin, citizenship status, age, disability, sex, veteran status, or any other characteristic protected by applicable federal, state, or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.

**To apply for this position, please submit your resume and desired salary range to [hr@nasaa.org](mailto:hr@nasaa.org).**