

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 supervise the Receptionist/Office Coordinator, stepping in when needed. 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 daily support to the Executive Director including drafting correspondence, preparing presentations and briefing materials, filing and drafting meeting 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 time sheets, updates weekly project tracker, and prepares expense reports utilizing the Concur application. Schedules calls and meetings as needed.
- Engages with the NASAA Board and other members by coordinating regularly scheduled conference calls or as needed.
- Assists other departmental directors with administrative duties, including scheduling conference calls, compilation of documents, etc.
- Maintains and distributes organization's main calendar of events.
- Responds to inquiries from the Association's members and from the public at the direction of the Executive Director.
- Supervises the Receptionist/Office Coordinator and covers main phone lines and other office administration duties during temporary absences.
- 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 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 an 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 on the basis of 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.