

## **JOB DESCRIPTION**

**Job Title:** Executive Assistant

**Industry:** Professional Development

**Job Type:** Full Time

**Company:** RISE, LLC

**Location:** 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

**Reports to:** Chief Executive Officer

**Department:** Corporate

### *Job Definition and General Description:*

As Executive Assistant, they will be reporting strictly to the Chief Executive Officer, but will also be the Assistant to all the other Corporate Officers as well, when they need someone. The job requires the answering of phones, planning the schedule for the Chief Executive Officer and communicating with all the officers to make sure that each event or showing is set up correctly.

### *Reporting Relationship:*

They will be reporting directly to the Chief Executive Officer. They will receive their responsibilities of that part of the business, but when needed the assistant is to communicate with the other Corporate Officers and take on any additional tasks that they need help getting done.

### *Duties And Responsibilities:*

The job requires that the Assistant answers the telephones for the whole office and directs them to the correct person. Also, planning and scheduling appointments for the CEO, making sure that his schedule is filled for the whole week and rearranging it when needed. They will also be in charge of making sure the companies schedule for in house projects and out of business projects. They will also take on additional responsibilities if the other Corporate Officers need extra help in their departments.

### *Position Requirements:*

This position requires general knowledge of computer programs such as Microsoft Office. They will also need to be a people person, while greeting the clients as they walk in and talk to them on the phone. There is no specific degree requirement at all, but a previous employment reference is needed for job applications, hopefully they were a previous assistant in the past.