



## JOB DESCRIPTION

**Position:** Executive Assistant

**Classification:** Non-Exempt

**Reports to:** Chief Executive Officer

### **Job Summary**

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive and proactive environment, which includes high expectations for both strategic and operational tasks including Board and committee support, membership database and dues management, consulting, and expanding stroke care in the global market.

Responsibilities include extensive contact with members. The individual in this position must be well-organized, be a self-starter, have foresight, have strong verbal and written communications, be able to work independently, and have strong project management skills.

We are seeking an experienced executive assistant to work alongside a busy and become an important part of a fast-growing team. This person will be expected to perform a variety of tasks, help keep long term projects on track, and handle more urgent requirements. An ideal candidate is responsive, thoughtful, self-directed, positive, and seeking a challenging role.

### **General Responsibilities**

- Act as the point of contact among directors, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner.
- Manage calendars and set up meetings including scheduling, sending reminders, and organizing catering when necessary.
- Answer phone calls in a polite and professional manner
- Make travel and accommodation arrangements.
- Preparing and Maintaining KPI and other reports
- Performing minor accounting duties
- Facilitating the follow through of business development deals.
- Managing and facilitating a large volume of email replies
- Reviewing agreement and reports
- Act as the SVIN office manager by keeping up with office supply inventory and coordinate office applications.
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.
- Other duties or projects as assigned.

## **Required Travel**

Estimated travel is 1-3 times per year once live meetings are resumed.

## **Desired Qualifications**

The successful candidate will have:

- Associate Degree
- 2+ years of Executive or Personal Assistant Experience
- Excellent organizational, project and time management skills
- Well organized with the ability to handle multiple task/projects simultaneously and prioritize projects.
- Proven ability to independently lead multiple, complex projects concurrently.
- Self-motivated, proactive, and forward-thinking
- Confident personality and capable of being persistent when necessary.
- Advanced knowledge of Microsoft Products
- Diplomatic and tactful
- Extremely detail oriented and organized.
- Maintain a positive attitude and willingness to work with all team members.
- Excellent written and verbal communication skills
- Must be able to effectively communicate with all levels of internal and external contacts.
- Ability to work independently and multi-task in a fast-paced team environment.
- Discrete concerning confidential or sensitive information.
- Ability to be resourceful.
- Ability to travel nationally and internationally.

## **About Us**

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity, and exposure to the best practices are essential in order to bring new ideas to our clients.

**GMP's Mission:** To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

**GMP's Vision:** To make a positive impact globally by sharing our expertise, skills, and resources with our partners.

**GMP's Core Values:** Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

**GMP's Position Statement on Diversity:** Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at [www.gmpartners.org](http://www.gmpartners.org) for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to Andrea VanDeWiele at [hr@gmpartners.org](mailto:hr@gmpartners.org). No phone calls please.