



Executive Assistant

This position provides administrative support to the General Manager and General Counsel. The candidate interfaces frequently with multiple constituencies ranging from transit riders to state, federal and local government officials. Prioritizing and completing confidential and time-sensitive are essential to this role.

Responsibilities include (but not limited to):

- Maintaining confidentiality and exercising sound judgment and discretion in the performance of all duties.
- Organizing workflow between two separate departments assesses necessary deadlines and initiates proper follow-up activities.
- Composing correspondence and written responses, word processing documents and data applications. Preparing written materials from rough/revised drafts. Writing, editing, and proofreading materials when appropriate.
- Assisting General Manager and General Counsel with monthly reports to the Board of Trustees.
- Scheduling appointments, coordinating arrangements for meetings and travel, working to optimize the General Manager and General Counsel's work schedules.
- Assisting with preparation of requests for proposals, and contracts and maintains Contract Master List for the Legal department.
- Assisting Clerk to Board of Trustees when needed and standing in for the Clerk in her absence.
- Screening all General Manager and General Counsel mail and distributing accordingly.
- Receiving and referring visitors and telephone calls; handling routine inquiries.
- Developing and maintaining files and tickler systems.
- Providing analytical administrative support and conducting research on special assignments.
- Coordinating and acting as a liaison between internal/external contacts.
- Developing an organized system of multitasking and time management for delivery of requests.
- Registering and maintaining lobbyist quarterly and annual reporting to the North Carolina Secretary of State Lobbying Compliance Division.
- Maintaining General Manager and General Counsel Records Management and Retention for General Counsel annual report to the Board.
- Performing duties as Notary Public upon request.

The qualified candidate holds a High School diploma plus two year (Associate's) degree. A minimum of five years supporting executive level management is required

along with strong organizational skills, with an emphasis on the ability to multitask and prioritize. The applicant demonstrates thorough hands on proficiency with Microsoft Office Suite and confident use of various types of office equipment. Analytical skills to determine solutions to complex administrative problems are necessary. Ability to adapt interpersonal skills to effectively communicate with all levels of supervisory and non-supervisory employees, the Board of Trustees, the general public, government officials, and others.

Salary range is \$33,415-62,481 and a comprehensive benefits package is offered. Interested candidates can email resume/cover letter to: jobs@gotriangle.org or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

No phone calls please. We are an EEO employer.