



NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

THEY SAVED THE WORLD, WE SAVE THEIR STORIES

Job title	<i>Executive Administrative Assistant</i>
Reports to	<i>President & CEO</i>

Job Summary

To furnish administrative support to the President/CEO and Senior Management and ensure orderly, efficient and effective office operations

Duties and responsibilities

- Provide full range of administrative support to CEO including scheduling, managing and complete correspondence, and maintaining all administrative files
- Periodically provide administrative support to senior staff in accurate, timely and professional manner
- Provide receptionist services to all callers and visitors to the museum's administrative offices
- Organize and maintain organization's historical and working files
- Oversee all administrative office needs including the maintenance and operation of office machines and the management of office supplies
- Provide staff support for Board of Trustees and its standing/special committees including the scheduling of meetings and the taking and transcribing of meeting minutes
- Answer incoming telephone calls and distribute to staff accordingly
- Provide general office duties as needed
- Assist with special events
- Assist with data base management
- Performs all duties in a timely and professional manner
- All other duties as assigned

Qualifications.

- Minimum of High School diploma/GED and three years experience in an office setting
- Possess a positive, professional attitude
- Proficient in computer/technology and Microsoft Office Suite
- Excellent oral, written and computer skills
- Well organized, detail oriented
- Outstanding people skills, tact and diplomacy a must

Physical requirements

- Requires standing, walking, bending and kneeling
- Must be able to lift and/or move items up to 25 pounds

Email resume and cover letter to pvining@mightyeighth.org or mail to Facilities Associate Search, P.O. Box 1992, Savannah, GA 31402. No phone calls please. The National Museum of the Mighty Eighth Air Force is an Equal Opportunity Employer.