

EXECUTIVE ADMINISTRATIVE ASSISTANT IN PHILADELPHIA, PA

SEEKING CANDIDATE TO SUPPORT AND REPRESENT THE OFFICE OF CEO, MILITARY HEALTH SERVICES, REGIONALLY AND INTERNATIONALLY, GROUP-WIDE WITH SENIOR LEVEL EXECUTIVES, AND INTERFACE WITH PRIMARY CLIENTS

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Proactively manages the CEO's calendar - schedules appointments, ensures all proper documentation is in hand prior to meetings, and follows up on key action items as assigned to direct reports
- Organizes programs, events, meetings or conferences by arranging facilities and caterers, issues information or invitations, coordinates speakers and controls budget together with the Executive Assistant to the COO.
- Prepares agendas, notices and minutes as required
- Performs complex and confidential administrative functions, responds to routine external correspondence, types memos, payment requests and other department forms and documents.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, includes specific requests by CEO(walking directions, weather, etc.)
- Reviews CEO's direct reports expense reports and forwards for payment; highlights out of policy expenses and brings them to the attention of the CEO or CFO
- Maintains confidentiality of all corporate and personnel matters
- Maintains Organizational Charts in Microsoft Visio, responds to requests for changes to Org Charts, presentations of Org Charts, Org Charts for CDRL requests, and for any ad hoc requests.

QUALIFICATIONS:

- Bachelor's degree in Business related field, preferred.
- At least 10 years of administrative office experience in a professional services company, required.
- At least 3 years of executive assistant experience in a professional services company, required.
- International experience is key, and the ability to be flexible based on priorities and work global hours when necessary.
- Military experience or familiarity a plus.
- Advanced Microsoft Visio, Complex organizational Charts using Microsoft Visio.
- Proficient in participating, conducting, and sharing information using both Zoom and Microsoft Teams, including video.
- High level of technical expertise needed.
- Excellent Problem solving, Planning/organizing, Interpersonal, Oral and Written communication skills a must.