



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# SACRAMENTO METRO CHAMBER

## Executive Assistant

**Reports To:** President / Chief Executive Officer & Executive Vice President  
**F.L.S.A.:** Exempt  
**Last Revised:** January 2019

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**Position:** The Executive Assistant supports the President/Chief Executive Office & Executive Vice President of the Metro Chamber. This person is an assertive problem solver with excellent judgement who can create structure, order, and organization. This person is responsible for building strong external relationships that enhance the Metro Chamber brand, creating consistently high-quality experiences for all stakeholders.

### Qualifications:

#### Culture Fit

- S/he is an assertive problem solver with excellent judgement who can create order, structure, and organization in a fast-paced climate
- S/he is incredibly organized and handles logistics with ease. S/he loves to plan and create structure where it does not currently exist
- S/he can balance structure with the inevitability of change and disruption to the plan and can “go with the flow” with positivity and adaptability. S/he is a natural problem solver and can jump into action with a great attitude, diffuse drama, and maintain professionalism at all times
- S/he is loyal, and extremely trustworthy; s/he will hold information in the highest confidence and will communicate up all useful information
- S/he can anticipate the needs of those s/he supports; s/he is proactive and resolves issues before they arise
- S/he has a very high level of professionalism; this is the person who understands the ways executives expect to be supported and establishes relationships with external stakeholders and their support teams
- S/he is an effective gate-keeper; this is the person who is protective of executive time and establishes a clear structure for prioritizing with ease
- S/he sees all tasks through to completion; s/he is persistent by nature and knows how to get the information s/he needs
- S/he is a total team player and is collaborative. S/he is not afraid to roll up her/his sleeves and do what it takes to create remarkable results for the better of the organization
- S/he succeeds with little direction; can fill in general directional framework with pertinent details. S/he is an active listener who captures information the first time

#### Tool Kit

- Ability to effectively communicate with people at all levels of organizational leadership
- Ability to use scheduling tools, spreadsheets, databases, and filing systems to stay organized and accurate
- Ability to use office management systems



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### Experience

- Bachelors Degree and/or equivalent work related experience
- Two-four years professional experience in related field
- Strong organizational skills and ability to handle multiple activities simultaneously
- Strong verbal, written and presentation skills
- Working knowledge of MS Office suite software; ChamberMaster knowledge a bonus but not required
- Strong attention to detail and service-oriented approach
- Ability to work with in a diverse environment with other professionals as a team player
- Knowledge of netiquette and best practices for digital communications
- High level of integrity and honesty

### Responsibilities include but are not limited to:

- Ensure senior leadership's time is prioritized and efficient through the screening of meetings, calls and emails requests
- Ensure that all meeting/event details are accurate and provided in advance, allowing time for prep and questioning of on-site contacts
- Effectively establish, manage, and share scheduling requirements for executive time, from both internal and external stakeholders
- Establish and enforce organizational policies that create greater efficiencies
- Work closely with senior team members to ensure that executives are clear on purpose, expectation and roles in meetings and events
- Work closely with board leaders to develop meeting materials in advance of committee meetings and full convenings of the Board of Directors
- Communicate succinctly and frequently with people at all levels of stakeholder organizations (members, executives, team members, elected officials, vendors)
- Support office management needs as they arise
- Support membership needs and renewals as they arise
- Other duties as assigned

### Physical Demands:

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.