



Our Executive Assistant Job Description

Summary of the Role and Responsibilities

Often Members see only the tip of the "BNI Iceberg." As a part of the Regional Support Team with a special focus on the office administration and member support, you will be actively involved in the day to day operations of a highly productive and active BNI region.

As assistant to our Executive Director, you will support and participate in regional planning and organization. Imagine working with over 800 happy members! There is always something going on! We are proud to host numerous regional events and training sessions for our members.

Your training and education about the procedures and policies of BNI will help you support, educate and inform Members about the full scope of the organization.

As a member of the RST, you will help Members see the big picture. Your contribution in

Responsibilities:

- Must be great at managing multiple forms of communication, internal and external
- They will shine with event management, both large and small. Details, details, details...
- Organization of corporate team building and charitable events
- Organization of member training events, team retreats and conferences
- Creation and editing of presentations, proposals and correspondence
- Manage an active calendar of appointments and travel for the Executive Director
- Prepare and circulate meeting minutes to respective parties
- General administrative duties as assigned

Requirements

- Ability to see the organizations vision and be committed to the purpose of the organization
- 3+ years' experience in an Executive Assistant (or comparable) role
- Strong time management skills as well as strong organizational skills
- Excellent written and verbal skills
- Enjoy and be skillful with Microsoft Word, Excel and PowerPoint applications, Photoshop
- High level of confidentiality, diplomacy and discretion, professional in action and dress
- Excellent attention to detail and dedication to quality
- Willingness to adapt and work with an engaged, dynamic and collaborative team

Thank you for your interest.



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