

## Position Description

**Position Title:** Executive Assistant  
**FLSA Status:** Exempt; Full-time  
**Location:** Honolulu, Hawaii (Lili'uonamoku)  
**Reports to:** Office Manager Lead (temporarily)

### Position Summary

The Executive Assistant provides a wide range of complex and confidential administrative support to the executive team. This individual must be highly self-motivated, professional, flexible, and capable of managing his/her own work load and prioritizing tasks in a fast-paced work environment.

### Essential Job Functions

- Manages the office, administrative, and organizational details of the Executives.
- Manages complex calendars, arranges for meetings, appointments and travel arrangements.
- Ensures that visitors, incoming callers, and other staff are treated with aloha and referred to appropriate staff/resource.
- Composes a variety of reports, letters, internal documents and meeting minutes. Ensures that reports/requests that require the attention/decision of the Executives are complete.
- Screens and prioritizes correspondence received by the Executives that requires attention. Forwards correspondence to appropriate person. Ensures response to routine correspondence is done.
- Oversees the logistics for meetings. Facilitates and coordinates follow up on pending matters as a result of meetings attended. Initiates agenda and compiles material necessary for follow up meetings; reviews with the Executives.
- Ensures that office filing systems are maintained and follows standard procedures for permanent records retention and retrieval.
- Assists in the preparation of the annual plan and budget.
- Provides direction and leadership for special projects.
- Facilitates and follows up on concerns/complaints from the general public/beneficiaries that require the attention of the Executives.
- Understands, complies and supports LT's policies, procedures and mission.

### Other Duties

- May provide backup relief to other executive assistants and administrative support team.
- Perform other duties as assigned.

### Qualifications

Bachelor's degree and three years of administrative experience in the highest level of the organization or Associate's degree and five years of the same experience; or an equivalent combination of education, experience and training. Thorough working knowledge and proficiency of Microsoft Office programs: Word, Excel, PowerPoint, Outlook, and other related software required.

### Required Competencies

- **Adaptability to Change:** Adjusts to change and uncertainty, able to shift gears and can act in ambiguous or uncertain situations. Able to improvise, multi-task and prioritize in a changing environment while maintaining composure
- **Communication:** Requires excellent communication and interpersonal skills.
- **Drive for Results:** Focuses on achieving goals and holds self and others accountable for expected results. To be successful in this position, the candidate must be results oriented and have the demonstrated ability to effectively prioritize workflow.
- **Trust and Ethical Practice:** Understands and acts in accordance with organizational values; is widely trusted and is able to maintain confidentiality.
- **Proactive Problem Resolution:** In conjunction with others, works to take a proactive approach to anticipating, preventing, and solving problems.

### Organizational Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho'omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuhia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

### Terms and Conditions of Employment

- As a condition of employment, employee will be subject to LT's policies and procedures.