



Opening Date: 1/30/2019
Closing Date: Open Until Filled

Vacancy Announcement #25-19 Executive Assistant-Administrative Services

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The incumbent reports to the Chief People Officer and provides support the executive, as well as other staff in the Administrative Services and Performance Services Division ("ASPED"). Successful candidate must be resourceful, have the ability to proactively problem solve while making decisions independently, and will have the opportunity to greatly contribute to the division's overall success. Support the overall operation in daily administrative functions with key responsibilities for, which includes assistance with change management, compliance, policy maintenance, employee engagement, labor relations, training and communications. Requires exceptional organization and communication skills with ability to work under pressure and remain flexible to meet ever-changing needs of department and organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

SUPPORT OF CHIEF ADMINISTRATIVE OFFICER:

- Professionally and confidentially handling both routine and non-routine requests for information and assistance using discretion in determining whether the situation can be handled personally or be referred to the Executive or others for dispositions.
- Developing or participating in preparation and completion of special projects, particularly presentations.
- Creating and maintaining procedures and systems for processing departmental work, administrative tasks and projects.

- Identifying process improvements and assisting in planning and implementing new procedures and programs across ASPED.
- Drafting, filing and managing correspondence
- Assisting in producing departmental budgets and supporting monthly divisional financial documents.
- Supporting contract, purchasing and invoice processes in collaboration with divisional team members.
- Ensuring timely follow-up on intranet updates; including, but not limited to updates, promotions and special calendar events in collaboration with ASPED team members
- Provide CAO with administrative support through scheduling of key appointments, coordinating in-house meetings & agendas, and managing all associated arrangements
- Arranging domestic and international travel and preparing expense reports
- Managing and maintaining divisional office equipment and supplies and associated controls
- Develop schedule effectively relative to executive's short-term needs, long-term plan and yearly goals
- Act as coordinator and manage executive's day and maximize efficient use of time
- Prepare executive for meetings including printing documents, collecting supporting documentation and researching background information
- Keep informed about major projects; learn and stay abreast of current priorities as they relate to the executive's goals and strategy
- Provide support with strategic/business initiatives as well as various projects, promptly delivering status updates and follow up on action items/objectives while also maintaining materials/documents.
- Coordinate with other internal departments to ensure effective communication throughout the organization on behalf of executive and team members.
- Acts as a first point of contact for specific internal and external inquiries, and makes decisions on the best way to handle the matter
- Track and monitor expenses, codes invoices and submit to accounting for payment.
- Assists in the tracking of software licenses, contracts and service agreements, ensuring renewals and updates are processed on a timely basis, and service calls are executed as per service agreement schedules.
- Maintaining and reviewing vendor documentation including records of purchase items, costs, deliveries and inventories
- Financial analysis and investigation of vendor records
- Coordinate corporate events and meetings, including agenda preparation, materials collection and distribution, managing logistics, communications, guest lists, catering and other related tasks.
- Support with strategic/business initiatives and various projects, providing status updates and following up on action items/objectives as well as maintaining material/documents.
- Assists in the development of divisional SOPs and training materials.
- Prepare written communications and correspondence on behalf of the CAO, including research as required
- Answer and screen phone calls and emails. Take messages and field questions as appropriate
- Proofread, edit, and facilitate organization-wide documents and reports requiring multiple manager input
- Organize meetings with internal programs as well as outside organizations
- Create and maintain administrative and tickler systems
- Facilitate expense reports, invoices, contracts, and other documents requiring executive's approval
- Professionally handle confidential information including administration and personnel information
- Act as liaison with other internal departments/programs and outside organizations
- Assist other colleagues with meetings and special projects
- Assist divisional outgoing correspondence and memorandums as needed.
- Provide scheduling and set-up for training and engagement events
- Provide research support for change management, performance excellence, process improvement, etc.
- Analyze complex, sensitive problems and situations, evaluate alternatives and make sound, appropriate recommendations.

SKILLS, KNOWLEDGE AND ABILITIES

- Track record of having a team player mentality with strong collaboration skills
- Resourcefulness and the ability to problem solve and make decisions independently
- Organizational skills and demonstrated attention to detail with the ability to anticipate needs
- Ability to successfully undertake multiple assignments simultaneously, under tight deadlines

- Ability to handle high volume, confidential and complex administrative work
- Demonstrated ability to communicate effectively both verbally and in writing and draft original documents
- Ability to prepare formal presentation materials with minimal guidance

CORE COMPETENCIES (ADMINISTRATIVE)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

ADA ESSENTIAL FUNCTIONS

- Ability to converse effectively, both orally and in writing and utilize standard telephones, 2-way radios, and smartphones.
- Ability to read instructions, directions, letters, memoranda, and other written materials.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from accredited college or university.
- 1- 3 years' work experience.
- Ability to write and communicate professionally.
- Must be customer service oriented, and possess the ability to work under pressure.
- Ability to work effectively under time constraints and deadlines.
- Able to set priorities, plan, organize, and delegate.
- Should possess the ability to complete multiple tasks simultaneously.
- Strong technology skills (Excellent command of Microsoft Office Suites, especially Word, PowerPoint, Excel, Visio, Outlook, and Publisher, mobile devices, etc.)

REQUIREMENT

All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
 Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
 Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
 Human Resources Department
 801 Mount Vernon Place, NW
 Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.