**WALK 1 Long Mile Road Walkinstown Dublin 12 D12FT73**

**Job Description:** Senior Executive Administrator

**Reporting to:** Chief Executive Officer/Deputy Chief Executive Officer

The Senior Executive Administrator provides strategic administrative support to the CEO and the Deputy CEO of WALK. The main responsibilities of the Senior Executive Administrator will include optimal coordination and communication across the executive team as well as with internal and external stakeholders such as families, funders, key stakeholders, partners and WALK board members. As well as effectively prioritising, managing and coordinating the CEO/Deputy CEO schedules, and making necessary logistical arrangements, drafting and/or preparing CEO/Deputy CEO communications and presentations, keeping the CEO/Deputy CEO optimally organised and effective in their internal and external activities, accompanying them on meetings when requested, taking notes and ensuring effective and timely follow-through on contacts made and networking carried out, and other administrative tasks designed to maximize the efficiency and productivity of the role of CEO/Deputy CEO as necessary.

**Main Duties & Responsibilities**

* Serves as confidential executive administrator to the CEO/Deputy CEO.
* Assists in researching and preparing speeches, reports, and presentations; written communications and social media, as well as drafting correspondence, recommendations, reports, and memoranda related to issues on behalf of the CEO/Deputy CEO.
* Attends relevant events to enhance WALK’s development, learn best practices and raise visibility.
* Works closely with the Quality and Compliance Coordinator on annual reports, strategic, operational, and departmental administrative tasks, this list is not exhaustive.
* Manages CEO’s/Deputy CEO’s appointment calendar: Schedules and prioritises appointments and meetings; advises CEO/Deputy CEO of daily schedule; and works closely with the CEO/Deputy CEO to ensure effective and timely follow up.
* Manages and supports the CEO/Deputy CEO with internal and external meetings, including correspondence, preparing materials and documentation, research, prioritising contacts to be made and meetings to be established, in coordination with other key staff or external stakeholders.
* Screens and manages CEO’s/Deputy CEO’s telephone calls and visitors, ensuring appropriate follow-through.
* Keeps CEO’s/Deputy CEO’s contacts list updated and coordinates with the senior management team and other departments in the organisation to ensure contacts are kept up to date and follow-through on meetings, opportunities, ideas for collaboration, etc. is effectively and efficiently carried out. Actively, supports the CEO in the development of a broad and effective network of partners, funders, and supporters.
* Builds relationships and liaises with all staff as needed to ensure a smooth working relationship with the Executive Office and so necessary arrangements/information is shared
* Supports the CEO/Deputy CEO in tracking and completing performance planning & management process for all CEO’s direct reports.
* Schedules group functions, meetings, and offsite retreats
* Prepares agendas, takes notes, and tracks action items for all senior management team meetings
* Maintains materials, bios and other related information
* Other duties as assigned

**Supervisory Responsibilities**

* Supervises the office administrator; establishes performance expectations, collaboratively, develops and assesses progress towards annual performance goals, and provides ongoing guidance
* Coordinates closely with office administrator; directs h/her work as it relates to CEO/Deputy CEO administrative activities

**Key Competencies**

In order to successfully meet the demands of the duties and responsibilities outlined above, the Senior Executive Administrator will be expected to have:

* Degree in an appropriate field (business administration, non-profit management, etc.) highly preferred
* A minimum of three years’ experience in senior administrative support. Specialty training and credentials or advanced degree may be substituted.
* Excellent communication and interpersonal skills, both written & verbal, in particular letter and/or report writing, telephone skills and strong interpersonal skills.
* A highly motivated team player, with strong multitasking capabilities
* Solid knowledge of proper meeting management techniques
* Expert level proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook, with the ability to learn other software applications quickly
* Excellent computer skills including word processing, spreadsheets, presentations, graphics, and use of communication applications (Skype, Zoom, etc.)
* Experience in internet research and database management
* Demonstrate excellent relationship building and maintenance skills with internal and external stakeholders, other disability agencies, and sources of funding
* Adept at proof-reading own and others’ work to eliminate errors
* Ability to solve complex problems, think innovatively, creatively, and strategically
* Must be flexible, extremely well organised and detail minded. Adept at follow-through, especially in the management of detail and juggling multiple priorities.
* A willingness to do what is needed to get the job done
* A passion for the mission and values of WALK
* Fluency in the English language, both written and oral.

**Note:** this job description should be seen as a work in progress and it is not intended to be a comprehensive list of the duties, responsibilities and competencies required of the post. The duties and responsibilities of the Senior Executive Administrator are likely to change over time in response to the organisation's needs at any particular time.