

## **POSITION DESCRIPTION**

**Job Title:** Executive Assistant

**Department:** ILSI Research Foundation

**Functional Area:** Administration

**Level:** N04

**FLSA Status:** Non-Exempt

### **I. JOB FAMILY SUMMARY**

Provides administrative support by performing a variety of tasks related to the day-to-day operation of ILSI Research Foundation and the ILSI International Food Biotechnology Committee.

### **II. PRINCIPAL RESPONSIBILITIES**

1. Provides assistance with preparation for meetings of Board of Trustees, Executive Committee, Board subcommittees, and expert groups, task forces, and similar groups for the ILSI International Food Biotechnology Committee.
2. Prepares correspondence, transmittals, memos, etc., from rough drafts. Composes and/or edits reports and minutes as requested. Provides quality assurance in proofreading for correct format, spelling, grammar, punctuation, etc
3. Composes and/or responds to routine hard and email correspondence upon approval of the Directors and program managers. Reviews, prioritizes, and forwards incoming mail as needed.
4. Maintains and updates appropriate mailing and distribution lists in Outlook and through membership database.
5. Assists in meeting preparations (confirms attendance, books venue and hotel rooms when necessary, prepares meeting packets, orders and serves lunches, arranges for audio visual equipment, etc.) and follow-up as requested.
6. Assists in conference call preparation (determines availability, prepares and distributes material).
7. Coordinates travel schedule and travel arrangements including: makes flight arrangements through travel agent, makes hotel arrangements either personally or through travel agent, keeps travel files containing correspondence or documentation relevant to each trip, prepares travel folder for travel, containing relevant documentation for each trip, and prepares claim for reimbursement of expenses for each trip.
8. Develops and maintains filing system.
9. Maintains electronic calendars reflecting meetings, appointments, and travel; also distributes to other key staff as necessary. Reviews daily calendar and prepares reminders as appropriate.
10. Performs other duties as assigned.

### **III. QUALIFICATIONS: KNOWLEDGE, EXPERIENCE, SKILLS**

**Education:** Bachelor's degree or equivalent experience required.

**Experience:** Minimum of 5 years administrative experience required.

**Skills:** Thorough knowledge of Microsoft Word, Excel, PowerPoint and Outlook software. Excellent writing, grammar, and proofreading skills required. Ability to manage multiple projects efficiently,

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ability to work accurately and independently, good interpersonal communication skills and self-starter with high degree of organizational ability.

### **Physical Demands/Work Environment:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

### **To Apply**

Individuals interested in applying for the position of Executive Assistant should send their C.V. to Ms. Martha Lemondes, ILSI Human Resources, 1156 15th Street, NW, 2nd Floor, Washington, DC 20005, USA or by email to [mlemondes@ils.org](mailto:mlemondes@ils.org).

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