

## **Executive Assistant for ILSI North America**

**ILSI North America (NA)** seeks an experienced Executive Assistant to provide administrative support. The ideal candidate will have extensive experience with event planning, travel arrangements and executive support.

**Principal Responsibilities:** Provide assistance with preparation for meetings. Coordinate travel schedules and travel arrangements. Assist 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. Compose and/or edits reports and minutes. Provide quality assurance in proofreading for correct format, spelling, grammar, punctuation. Maintain electronic calendars reflecting meetings, appointments, and travel; distribute to other key staff as necessary. Review daily calendar and prepares reminders as appropriate.

**Education/ Experience:** Bachelor's degree or equivalent experience required. An additional 3 years of work experience may substitute for the BA degree. Minimum of 5 years administrative experience required.

**Skills:** Advanced experience with Microsoft Word, Excel, PowerPoint and Outlook. Expertise in desk top publishing (e.g., Adobe CS5 Suite) desirable. Excellent writing, grammar, and proofreading skills required. Ability to manage multiple projects efficiently, work accurately and independently, good interpersonal communication skills and self-starter with high degree of organizational ability.

Individuals interested in applying for this position should apply to [HR@ilsa.org](mailto:HR@ilsa.org). ILSI NA is an EEO/Affirmative Action Employer M/F/D/V.

To learn more about ILSI North America, go to [www.ilsina.org](http://www.ilsina.org).