

# Asia Society Career Opportunity

**Location:** New York

**Position:** Global Policy Executive Assistant (Grade 5) Code FY 1223

**Posted:** 5/3/12

## **Purpose:**

The Executive Assistant provides administrative support to the Vice President of Global Policy Programs and assists in coordinating the Department's day-to-day activities and workflow. He/she is a key member of a team focused on developing and promoting policy options to cooperatively and effectively tackle challenges facing Asia and the United States.

## **Responsibilities:**

- Provide overall administrative support to the Vice President, including calendar management, meeting scheduling and preparation, coordinating travel arrangements, and drafting/editing correspondence
- Oversee and maintain the Department's database of contacts and mailing lists
- Process and track reimbursements and invoices
- Develop and maintain systems and procedures to ensure timely and efficient administrative workflow
- Prepare meeting/conference materials (PowerPoint presentations, meeting documents/materials, correspondence, etc.)
- Assist in coordinating private and public events and meetings, including booking facilities, arranging catering, drafting and distributing invitations, and collecting/tracking RSVPs
- Assist in updating the Department's website
- Provide research assistance to the Vice President, including trip preparation and project-related background and analysis
- Maintain the Department's stock of publications and liaise with related vendors
- Provide clerical support, including faxing, photocopying, filing, and maintaining office supplies
- Other duties as assigned

## **Requirements:**

- Bachelors degree with 3-4 years experience providing administrative support to a senior executive preferred
- Excellent written and verbal communication skills
- Ability to create new processes and manage them independently
- Pleasant interpersonal skills and professional demeanor

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## Asia Society Career Opportunity

- Must be proactive, highly organized, able to set priorities and manage multiple tasks, and be able to come up with creative solutions to resolve problems
- Strong ability to interact with diverse constituencies, including experts, trustees, funders/donors, and all levels of staff with tact and good judgment
- Excellent computer skills, including MS Suite and database
- Team player willing to assist where needed

### How to apply:

Please email your cover letter and resume indicating position reference code and salary requirements to: [globalpolicyjobs@asiasociety.org](mailto:globalpolicyjobs@asiasociety.org) Indicate job title and job code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

*The Asia Society is an equal-opportunity employer.*

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