

Asia Society Career Opportunity

Location: New York

Position: Senior Executive Associate, Asia Society Policy Institute (ASPI)
(Grade 7) Code 1538

Application Deadline: July 24, 2015

Purpose:

To provide executive administrative support to the Policy Institute President's Office. Work independently as assistant to the President and ensure smooth flow of communication between the President, ASPI staff, and Officers of the Society.

Responsibilities:

- Provide executive support in a rapidly growing organization, for a globally recognized principal, operating at a high pace internationally
- Oversee the President's schedule and schedule meetings, appointments, and conferences in accordance with principal's priorities; remind attendees of scheduled events to ensure prompt and timely attendance; reschedule appointments when it is clear not all commitments can be made or contact other personnel to attend meetings in lieu of the supervisor when necessary
- Receive visitors, phone calls, and correspondence requests; determine nature of request/urgency and answer or refer to the appropriate persons; follow up as needed
- Make travel arrangements in accordance to the preferences of the traveler; prepare itineraries; liaise with organizations to be visited; maintain contact with staff while they are en route; troubleshoot
- Assist in the preparation of briefing materials for meetings and presentations
- Engage diplomatically with counterparts in governments, business, academia, and other stakeholders
- Draft and edit letters, send invitations on behalf of the President and the Institute
- Review correspondence, reports, and other documents while ensuring correct grammar, punctuation, and adherence to established procedures/regulations

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- Read incoming letters and other material that may be important to the activities of the principal, refer those of importance or interest to appropriate staff; receive requests for information and ensure information is assembled within the specified time period
- Develop in-depth knowledge of Trustees, major supporters, peer groups, and all staff
- Work very closely with the President's staff external to ASPI, the manager of ASPI, and Executive Associates of the Asia Society President's office
- Prepare expense reports
- Maintain files and records—particularly of contacts and past exchanges—accurately
- Aid in requisitioning office supplies, printing support, and related materials
- Other duties as assigned

Requirements:

- Bachelor's degree and at least 6 years' of assistant experience at the executive level
- Outstanding written, verbal and administrative skills required
- Skill and ability in managing multiple concurrent activities of varying complexity, including changing priorities and short turn-around times
- Highly skilled in working across time zones and with multiple cultures
- High degree of confidence and ability to exercise independent judgment required
- Attention to detail; teamwork and professionalism
- Advanced Microsoft Office knowledge (Word, Excel, PowerPoint and Outlook)
- Knowledge of and interest in Asia a plus

Competencies:

Professionalism: Professional competencies in the related field of work; conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimum supervision; ability to operate in compliance with organization policies; good judgment, tact, and discretion

Planning and Organizing: Ability to plan and organize own work in accordance and alignment to organizational and departmental goals; excellent organizational skills

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Communication: Excellent skills in communicating with people from different cultures, backgrounds, and across time zones

Teamwork: Excellent interpersonal skills; flexibility, and demonstrated ability to work in a fast-paced and multicultural environment

Technological Awareness: Ability to apply technological tools relevant to the job and to keep abreast of developments in the profession

Client Orientation: Skillful in identifying clients' needs; establishing and maintaining effective relationships with internal and external stakeholders

Decision Making: Ability to make sound and timely decisions

How To Apply:

Please email your cover letter, resume, and salary requirements to ASPIjobs@asiasociety.org Indicate job title and reference 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.

Asia Society is an equal opportunity employer.

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