

Asia Society Career Opportunity

Location: New York

Position: Executive Assistant, Office of the Executive Vice President (Grade 5) – FY1602

Purpose:

To provide administrative support to the Executive Vice President and President’s Office. Act as liaison between the two offices as well as to ensure smooth flow of communication between the offices and the staff, centers, trustees, and general public.

Responsibilities:

- Oversee the day-to-day running of the office
- Oversee and coordinate preparation of briefing materials for meetings and presentations
- Draft and edit letters and memoranda
- Manage busy schedules, including coordination of appointments (internal and external), travel arrangements and meeting planning
- Maintain a working knowledge concerning the status of all projects
- Develop in depth knowledge of Trustees, major supporters, peer groups and all staff
- Work closely with senior executive associates
- Prepare expense reports
- Other duties as assigned

Qualifications:

- Bachelor’s degree and 2-3 years’ experience at executive level preferred
- Outstanding written, verbal and administrative skills required
- Highly organized, able to set priorities and manage multiple tasks at once
- 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

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Fax 212.517.8315
www.asiasociety.org

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How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: evpjobs@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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