



## JOB POSTING

Title: Executive Assistant  
Department: Executive  
Reports To: President & CEO  
Pay Rate/Hours/  
Benefits: Competitive Salary DOE, 40 hours/wk., outstanding benefits including downtown paid parking.

Visit Albuquerque, a premier destination marketing organization in the Southwest, seeks a motivated, detail-oriented professional individual to:

- Provide administrative support to the President & CEO and works as a key liaison to ensure execution of the organization's Strategic Plan.
- Provide administrative support while acting as liaison with Visit Albuquerque Board of Directors, Executive Committee and Senior Leadership.
- Serves as travel coordinator in securing airline travel for staff and clients.
- Oversees several functions in overall office management including the support and maintenance of two printers/copiers used by all staff, as well as mail machine.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Administrative Support to the President & CEO**

- Anticipates and acts on the administrative needs of the President & CEO and resolves operational problems as necessary with minimal supervision utilizing discretion and independent judgement.
- Supports Executive and Senior Leadership meetings on an as-needed basis.
- Composes correspondence, reports, agendas, notices, minutes, resolutions and other complex documents for President & CEO.
- Manages travel arrangements, events or conferences for the President & CEO, Board and Executive Committee by arranging for facilities and caterers, issuing information or invitations, coordinating speakers, and managing event budget.
- Develops and maintains close working relationship with executive administrative team within Mayor's office and City Council along with other key stakeholder organizations.
- Manages the President & CEO's calendar and independently schedules appointments.
- Greets scheduled and unscheduled visitors.
- Interacts with Board members, City officials, and various business leaders.

- Screens incoming calls and correspondence and responds independently when possible; opens and routes incoming divisional mail, and prepares outgoing mail, including e-mail and faxes.
- Arranges and coordinates travel schedules and reservations for airfare, hotel, rental car, conference attendance, meeting registrations, etc.
- Completes expense reports for the President & CEO and purchase orders for the organization as needed.

### **Administrative Support and Liaison for Visit Albuquerque Board of Directors**

- Takes and transcribes minutes and/or dictation for Board Executive Committee, Board meetings along with working group meetings.
- Updates and maintains Board of Directors Manual, providing copies to all incoming board members as needed.
- Sets up and takes down meeting rooms, prepares meeting agendas and materials, arranges for refreshments for Board and Executive Committee meetings and functions and other meetings as required.
- Coordinates the annual Board of Directors Call for Nominations process. This includes a nominations email to the entire Visit Albuquerque partnership and coordinating interviews with the candidates and nominations committee.
- Organizes and maintains filing system, bylaws and incorporation records.

### **Supports and Maintains two Printers/Copiers and Mail Machine Used by All Staff**

- Ensures the two large printers/copiers and mail machine used by all staff are in working order.
- Assists staff with usage of machines.
- Maintains adequate supplies for machines.
- Arranges for maintenance and service, when required.

### **Miscellaneous Duties**

- Coordinates weekly all staff meetings.

### **Other Items**

- Demonstrates professional and ethical conduct at all times in accordance with Company policy.
- Contributes to a positive workplace environment by demonstrating superior customer service skills in dealing with internal and external customers, speaking positively when referring to Visit Albuquerque, and acting and speaking in a courteous and professional manner at all times.

## **QUALIFICATIONS**

### **Education/Experience**

High School diploma or equivalent with some post-secondary education preferred; a minimum of 5 years of progressively more responsible related experience or equivalent combination of education and experience.

## **Required/Acquired Skills, Knowledge and Competencies**

- Knowledge and appreciation of Albuquerque
- Ability to maintain a high level of confidentiality.
- Demonstrated proficiency with MS Word, Excel, Access, Outlook, PowerPoint, as well as internet, intranet, e-mail, etc. Advanced knowledge of all aspects of electronic communication alternatives, general office practice and filing systems.
- Ability to learn industry-specific organization software.
- Ability to handle multiple tasks and meet deadlines despite frequent interruptions in a fast-paced environment.
- Ability to use tact and discretion in interacting with customers, visitors, co-workers, and other industry partners; strong customer service and business etiquette skills.
- Must consistently present a professional, businesslike image in keeping with industry standards.
- Must have strong written and verbal communication skills
- Must have excellent grammar, spelling, punctuation and business writing skills.
- Skill or ability to learn and operate general office machines such as personal computer, telephone, fax, copiers and industry-specific software.
- Must be able to resolve routine problems independently and know when and to whom to refer a problem; must be able to work independently and take initiative as required.
- Knowledge of Hospitality Industry, Convention or Tourism business a plus.
- Good organizational skills and demonstrated ability to meet deadlines.
- Demonstrated ability to effectively present information and respond to questions from groups, clients, customers, and the general public.
- Must be able to work non-standard work hours on occasion in response to organizational needs and board meetings.
- Attendance at off-site meetings occasionally required.

Human Resources  
Visit Albuquerque  
20 First Plaza NW, Suite 601  
Albuquerque, NM 87102  
E-mail: [jobs@visitABQ.org](mailto:jobs@visitABQ.org)  
EOE

The mission of Visit Albuquerque is to stimulate economic growth by marketing Albuquerque as a convention and visitor destination. For more information, call 505.842.9918 or visit our web site at [www.VisitABQ.org](http://www.VisitABQ.org).