

Executive Administrative Assistant

We are looking for an Executive Administrative Assistant who will work closely with the executive staff and other management staff of the Executive, Accounting, and Development departments. The Executive Administrative Assistant will perform a full range of administrative-secretarial duties professionally and efficiently while maintaining complete and appropriate confidentiality regarding all business activities. In addition, the Executive Administrative Assistant will manage the day-to-day account payable responsibilities.

The ideal candidate will have a high level of administrative experience with knowledge of accounts payable. This is a great career opportunity!

Responsibilities

- Greets and assist clients/customers. Assess nature of business and direct to appropriate staff member.
- Answer all incoming phone calls.
- Sort, process, and distribute mail.
- Manage office supplies including managing inventory, restocking, and placing orders.
- Craft, proofread, and edit correspondences.
- Schedule and coordinate meetings, including set-up and breakdown of equipment. Take accurate meeting minutes.
- Handle accounts payable including but not limited to invoicing, check processing, performing data-entry, filing financial documents, and handling bank runs.
- Manage insurance policies, memberships, safety checks, and governmental report filings.
- Keeps updated service and maintenance agreements and schedules service calls to ensure proper maintenance of office equipment
- Compiles data and drafts financial, statistical, and other confidential reports as required
- Organizes, files, and maintain various records.
- Willingness to do other tasks required by management so daily operations run smoothly.
- Must maintain complete and appropriate confidentiality regarding all business activities.

Qualifications

- Minimum of 5 years of general office and/or administrative experience required.
- Minimum of 2 years of accounts payables or general accounting.
- Good verbal and written communication.
- Self-starter and self-sufficient.
- Must be able to adapt quickly to multiple-task projects and meet deadlines efficiently.
- Must maintain a professional and positive approach and remain focus on accomplishment of task.
- Highly organized and attentive to detail.
- Must be able to bend, lift, and carry at least 35 pounds.
- Proficient computer skills, including but not limited to Microsoft office (Excel, Word, PowerPoint, Outlook) and other software application. Experience with QuickBooks.
- Familiar with DCAA and other government report filing.

How to Apply

Go to www.mauiland.com and download the employment application. Please email or mail your completed employment application, cover letter, resume with professional references.