



Beverly Gray Business Exchange, Inc.

Administrative Assistant Job Description

Administrative Assistant,
Buffalo, New York, United States

Job Summary

The Administrative Assistant will report to Executive Leadership with variable needs. They must be highly organized and detail-oriented with the ability to do accurate work in a timely manner in a fast-paced, high-volume environment. They will exhibit excellent decision making and problem-solving skills and will be responsible for prioritizing workloads and shifting attention among changing tasks and priorities. They will handle all professional matters for our executive team. This individual should be honest, approachable, reliable, and experienced in working closely with executive leadership, members and stakeholders. This person must feel comfortable working independently.

Responsibilities Include:

- Continuous maintenance and updating of Calendar for THE EXCHANGE. This includes leadership, programs, etc.
- Drive administrative tasks including correspondence, drafting documents, spreadsheet work and document management/file organization, answers phone calls, schedules meetings and supports visitors.
- Assist the leadership and their teams with project management, including adherence to deadlines, timely follow-ups, and retrospective analyses
- Prepare company-wide presentation materials on behalf of the executive team
- Maintain employee database information and company policies
- Prepare various reports, including expenses for the executives
- Prioritize different types of tasks and have the ability to meet all deadlines
- Provides administrative support to ensure efficient operation of office.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.

- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

Qualifications:

- Must be proficient in GSuite, Office 365 or similar
- Trustworthy - Will be tasked with organizing highly sensitive and confidential employee/compensation-related information
- Patience, flexibility and adaptability - Ability to react quickly to last minute changes in logistics and job priorities
- Organized - With an immaculate attention to detail
- Self-directed - Ability to keep up in fast-paced environment and take initiative
- Exceptional communication skills
- Inventory Control
- Project Management experience a plus
- Current NYS notary license or willingness to become notary within 30 days of hire
- Strong interpersonal skills and ability to work with diverse groups of people
- Minimum 2 years providing administrative support in a fast-paced business environment
- Bachelor's degree or equivalent professional experience
- Valid Driver's License and Auto Insurance

About The Exchange at Beverly Gray

The Exchange at Beverly Gray is the premier Business and Entrepreneur Service Organization specifically serving the underrepresented and BIPOC entrepreneurial community in Buffalo, NY. Located on East side of Buffalo, our goal is to be a conduit for business development and growth for new and existing entrepreneurs. Through our 4 Pillars Approach, we help our members solve critical problems while on their entrepreneurial and business journey. The Beverly Gray Business Exchange Center was established in honor of Beverly A. Gray, a dedicated community advocate, Council Member and entrepreneur who had a vision of innovation and economic growth for Buffalo's Eastside. Today, standing on that foundation, our goal is to empower and equip minority entrepreneurs throughout the city of Buffalo with the necessary tools needed to build sustainable, high growth businesses that not only positively impacts Buffalo's east and west side but has a state and nationwide impact as well.