

<b>Executive Assistant to the Chief Executive Officer</b>	<b>Full Time</b>
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**Responsibilities:** Act as a partner to the CEO ensuring the highest caliber of professionalism in all interactions, internally and externally. Provide wide variety of standards, advanced and confidential administrative support services and clerical duties requiring broad experience, skill and knowledge of organization policies and practices.

This position will take on special projects as needed. Duties include, but are not limited to, attending meetings on the CEO's behalf, creating reports, correspondence and memos with special attention to detail and personalization. Resolving routine and/or complex inquires. Coordinating meetings, conference calls, preparing agendas, recording and transcribing minutes of meetings. Preparing packaging and distributing documents/reports for Board meetings (collecting data, proofing and photocopying). Providing information and general assistance to Board members.

**Attributes:** Strong work ethic and willingness to take ownership for wide-ranging responsibilities. Superior organization and prioritization skills. Ability to perform under deadline pressure. Must be persistent, resourceful, driven and have the ability to work proactively. Strong communication skills, both oral and written. Excellent interpersonal skills, ability to handle different constituency personalities. Sense of humor and ability to have fun in a productive atmosphere.

**Qualifications:** Undergraduate degree. Excellent leadership skills. Strong PC skills including MSOffice Suite, PowerPoint, calendaring, Internet. Ability to follow instructions, work independently and use discretion when faced with decision-making. Ability to multi-task effectively in a fast-paced environment. Ability to plan, coordinate and implement multiple tasks. Maintain strict confidentiality; be resourceful in spearheading, organizing and completing projects.

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*All candidates interested in this position should submit a resume along with a cover letter to: Louise Varricchio, Director of Human Resources, St. Luke's LifeWorks 141 Franklin Street, Stamford, CT 06901 or you can e-mail your resume and cover letter to: [lvarricchio@stlukeslifeworks.org](mailto:lvarricchio@stlukeslifeworks.org)*

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