

1305 Del Norte Rd.
Camarillo, CA 93010
(805) 654-9814

Service to Achieve Growth and Empower, Inc. (SAGE)

Executive Assistant Job Description

Minimum Required Qualifications:

- At least 2 years of administrative experience.
- Good credit standing.
- Valid driver's license, car insurance, and access to a vehicle during working hours.
- Ability to pass Department of Justice (DOJ) clearance.
- Negative alcohol/drug screening as per California law.
- Flexible work schedule to meet position needs.
- Proficiency in MS Office, especially Excel and PowerPoint.
- Strong verbal and written communication skills.
- Excellent interpersonal and multitasking skills.
- Ability to handle sensitive information, with strong organizational, time management, and problem-solving skills.
- Minimum of typing 60 WPM
- Familiarity with digital productivity tools.
- Experience in data analysis and generating reports.
- Prior experience in social services is highly desirable.

Preferred Soft Skills:

- Adaptability to changing priorities and resilience in a fast-paced environment.
- Proactive mindset with a self-starter attitude, anticipating needs and proposing solutions.
- Strong emotional intelligence, especially when handling sensitive information.
- Problem-solving orientation with demonstrated experience in improving processes.
- Customer service focus with a commitment to providing high-quality service to internal and external stakeholders.

Physical Requirements:

- Lift and carry up to 25 pounds unless restricted by a physician.
- Ability to sit and view a computer screen for extended periods.
- Professional and composed demeanor.
- Ability to work in-office full-time and travel as needed.

Job Duties:

- Report to and support the executive management team both in the field and office.
- Attend meetings, take notes, perform research, data entry, and manage statistics.

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- Handle errands, auditing, calendar and appointment management, and IT support.
- Provide coverage for various departments, handle vendor interactions, and manage inventory and supplies.
- Coordinate mail, correspondences, appointments, trainings, travel arrangements, and company expense reports.
- Format internal and external communications (e.g., memos, emails, presentations, reports).
- Collaborate and maintain good relationships with the team, while practicing discretion, confidentiality, and maintaining a positive workplace environment.

Key Performance Indicators (KPIs):

- **Timeliness:** Efficiency in managing appointments, deadlines, and deliverables.
- **Accuracy and Attention to Detail:** Precision in data entry, documentation, and communications.
- **Communication and Responsiveness:** Effectiveness in maintaining open lines of communication with executive management and staff, as well as responsiveness to emails, calls, and task requests.

Compensation Package:

- Hourly wage: \$22.00 - \$25.00 (*Based on Experience*)
- Mileage reimbursement
- Data/Cell phone stipend
- Company-provided computer
- Vacation, sick, and bereavement time
- Retirement plan

Standard Schedule:

Monday to Friday, 8:30am - 5:00pm (in-office). Occasional evenings and weekends for special projects, deadlines, and company events.