

Position Details

Job Family :	Administration
JobCode - Job Title :	280033 - Sr. Executive Admin Asst I
Job Posting Title :	Executive Assistant
Country :	United States
State :	New York
City :	Lake Success
Location :	Lake Success-1981 Marcus Ave
Employment Status :	Full Time - Permanent
Assigned Shift :	N

Job Description :	<p>Under the general direction of the Chief Human Resources Officer, this position is responsible for the administrative support and coordination of schedules for the Chief HR Officer and VP Compensation & HRIS. The day-to-day responsibilities cover the administrative duties required for two extremely busy and visible senior executives. General responsibilities include:</p> <ol style="list-style-type: none">1. Calendar management - manages and coordinates heavy, complex meeting schedule which often include international participants. Includes the management of calendars, related correspondence, meeting details, logistics coordination.2. Events - Manages events and executive meetings, from recurring staff meetings, to Global HR-wide Town Hall meetings. Provides project management, budget management, space requirements, IT coordination, and all other support required for these various events and meetings.3. Board Preparation - Prepares and manages communication, materials and meeting preparation for Board of Directors with flawless execution. Works closely with the executive assistants to General Counsel and CFO to coordinate meetings and materials.4. Powerpoint and Word Documents - Prepares electronic files with strong ability to proofread for spelling and grammar.5. Office support – Provides back up support as needed for Executive Assistant to support CEO, President/COO, CFO, Chief Corporate Development Officer?], also as part of admin team coordinates phone and vacation coverage. Has dotted line reporting into Executive Assistant to the CEO6. Travel coordination- Manages and coordinates travel arrangements and
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related meetings, which are sometimes international. Includes the management of calendars, travel plans, expense reimbursements, filing, etc.

7. Other administrative and support tasks as assigned.

Competencies Needed:

- Ability to handle extremely sensitive business and human resources communications, data and other information with confidentiality and discretion.
- Ability to build relationships of strong communication and network within the Broadridge administrative team. Will need to work cross functionally regarding issues of travel, meeting schedules, material completion.
- Be a leading team player to work across the Broadridge executive assistant team.
- Utilize knowledge of company operations, policies, and department functions to proactively perform assigned duties and with minimal direct supervision.
- Resiliency; able to diplomatically and constructively, but firmly, ensure objectives are met. Able to quickly obtain information needed to move forward with a specific need/objective. Able to mold their interactions, tone, style etc. as needed based on the changing demands on the executive and the multiple internal and external customers and points-of-contact that continually access the executive offices.
- Appropriate professional presentation. Candidate must be able to communicate effectively with C-level executives, Board members, and other high-level clients and candidates, and line-level employees, with equal dexterity, respect, and composure. Also be able to present oneself as a representative of the CHRO's office, and Broadridge, to a very large and diverse internal and external audience.
- Must be able to speak clearly and succinctly relative to needs, questions, goals, etc. Must be direct in asking for clarification, guidance, opinions etc. of the executives in order to ensure accurate delivery on commitments, scheduling needs, meeting set-up, etc.
- Able to act independently, operating on accurate details and excellent judgment.
- Must be able to identify and leverage other resources within the business to clarify needs, delegate tasks, etc. in order to keep a very busy desk operating smoothly and efficiently.
- Must have a 'can-do' perspective, and be able to simply 'get-things-done' under ambiguous, time constrained, high-pressure circumstances routinely.
- Able to quickly gain an understanding of the executive's style and adapt own style and presentation to that of the executives.
- Effective interpersonal skills to be capable of working with all levels of office personnel.

Qualifications Required : Project Management experience relating to organizing and managing events and projects related to the C-suite office. Must have a practiced, pragmatic means of managing multiple priorities that involve multiple internal stake-holders in the midst of managing other priorities for two executives. • Advanced proficiency in PowerPoint and MS Word; moderate proficiency in Excel • Excellent oral and written communication skills • Excellent time management skills • Directly relevant experience supporting the C-Suite executives of a mid-sized-to-large corporation. Ideal candidates will have supported or managed the support of multiple executives and/or have experience in Human Resources and working with a Board of Directors. Not less than 5 years contiguous executive support experience (VP/EVP/C-level).

Education : Bachelors (highly preferred)

Experience Range : 5 - 7 years

