

**Newcap, Inc.**  
**1201 Main Street**  
**Oconto, WI 54153**  
www.newcap.org

### **JOB DESCRIPTION**

**JOB TITLE:** Executive Administrative Assistant

**SUPERVISOR:** Chief Executive Officer

**CLASSIFICATION:** Full-Time/Non-Exempt

**WORKSITE:** Oconto, WI

### **JOB PURPOSE:**

The Executive Administrative Assistant provides high-level administrative support to the multi-program human service agency executives by conducting research, preparing statistical reports, handling information requests, maintaining talent management software/training, financial project/lending documentation preparation, and performing clerical functions.

### **AGENCY EXPECTATIONS:**

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Meet productivity standards.
7. Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Receive incoming telephone calls, route calls and voicemails to the appropriate staff when necessary.
2. Maintain knowledge of Newcap programs and related community programs and services.
3. Assist the Finance Department with data entry of Purchase Orders into the database, the Work-N-Wheels program (Transportation Director) and the Homebuyer Program (Vice President of Asset Development) with managing the early financial application process including phone screening and compiling required documents, data entry of financial applications into the data base, and communicating with outside referral sources in promoting the programs.
4. Maintain CEO's calendar when needed.

5. Provide monthly Fleet Vehicles usage data from the vehicle log books to the Finance Department. Schedule and confirm fleet vehicle maintenance. Maintain the master Fleet Vehicle reservation calendar.
6. Maintain and update the Saba - Halogen Talent Management System. Includes adding, deactivating, and updating employee, and new employee information as needed; Perform system management and support; Agency Liaison and provide end user support and training.
7. Provide technical assistance to staff as needed for document/file creation in Microsoft Office programs, i.e. PowerPoint, Excel, and Word.
8. Be "go to" contact for internal computer software and programs. Learns/understands all Newcap agency software programs to fill role of "trainer."
9. Manage and maintain employee lists,

#### **COMPETENCIES, PERSONAL AND BEHAVIORIAL REQUIREMENTS:**

- Time Management.
- Communication Proficiency.
- Maintain complete confidentiality in all Newcap business-related matters.
- Personal Effectiveness/Credibility.
- Flexible and able to adapt to different situations.
- Collaboration Skills.
- Technical Capacity.
- Stress Management/Composure.
- Multitask effectively.
- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, courteous demeanor, respectful and treat all people with dignity.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High school diploma.
- Minimum 3-5 years of executive administrative experience.
- Minimum of 2 years financial project/lending document preparation.
- Deep level of understanding of and comfort with database systems.
- Highly proficient with Microsoft Office programs, the overall use of computers and general office equipment.

#### **PREFERRED EDUCATION:**

- Associate's degree or specific coursework in financial related field.
- Knowledgeable in SQL and Data Base software, FileMaker, SABA-Halogen, CAP Systems/CAPTAIN, and financial software (Blackbaud: Financial Edge).

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**TRAVEL:**

No overnight travel is expected for this position, with the rare exception for training purposes. There may be occasional local day travel.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**OTHER DUTIES:**

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Please Note: Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.**

*Thank you for your interest in joining our Newcap, Inc. Team!*