



Executive Assistant

About Albuquerque Regional Economic Alliance:

AREA is a private, nonprofit organization whose mission is to recruit new employers and industry and help local companies grow to generate quality job opportunities for the Albuquerque metro area. It serves as an umbrella organization to promote investment in Bernalillo, Sandoval, Tarrant, and Valencia counties. With support from investors and allies in the public sector, AREA actively recruits those companies that will export goods or services from New Mexico, thereby bringing new investment dollars to the state. Since 1960, AREA has been a highly respected and driving force in the region.

Summary:

This role reports to the Director of Operations.

The Executive Assistant provides administrative support the President & CEO and works closely with the senior level personnel. The ideal candidate acts in a coordinating and project management capacity for high profile client visits and special events. This role will be the gatekeeper to the President's calendar, requiring the ability to juggle multiple requests at a time and use strong judgment on relevancy and level of importance of requests. In addition, it requires the anticipation of associated preparation needs for various programs and events and working to ensure that team members deliver needed items.

Key Responsibilities Include:

- Ensuring all calendar, scheduling, appointments, travel, and event planning details are handled in support of the AREA President's needs or those of high-level investors or clients.
- Processing President's mail, outbox, letters/correspondence and filing as needed.
- Anticipating needs by viewing President's calendar 30-60 days out, and proactively working with team members as needed to prepare in advance.
- Coordinating details and planning of events and priority meetings as assigned by the President.
- Identifying, purchasing, and ensuring delivery of executive level gifts annually, including but not limited to end of year Chair gift; acknowledgment plaques for

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various leadership roles; holiday greeting materials; annual mailings to Board members, etc.

- Ensuring maintenance records up to date for company car provided for President as well as assisting with any lease related records.
- Maintaining President's log as required for Lobbying efforts.
- Collaborating with administrative staff to support the data entry and integrity needs of organizational databases.
- Working with all departments in support of planning, catering and material compilation for various AREA meetings including New Board Member Orientation, signature events and programs, and miscellaneous client visits or outside entity requests involving the President and Executive Team.
- As an AREA team member, participating in and executing various routine office responsibilities when needed, such as: monitoring and maintaining needed offices supplies; greeting guests and answering incoming calls and general email inquiries; supporting the compilation and distribution of meeting materials and assisting in physical meeting setup needs; and tracking meeting attendance of Board members and other advisory groups.

Desired Skills:

- High levels of emotional intelligence required to interact positive with a wide variety of individuals
- The ability to act independently and without significant direction or oversight
- Skilled in anticipating needs and working positively with colleagues to ensure deadlines are met
- Strong communications and writing skills
- Ability to work in a fast paced and fun environment
- Skills in tackling multiple projects simultaneously and using good judgment in prioritizing work assignments

Benefits:

Highly competitive salary and healthcare benefits, 401(k), on-site gym access, paid parking

Job Type:

Full-time

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Experience:

- 5+ years in an administrative or 3+ years in an executive support role
- Strong competencies in Microsoft Office platforms including Word, Excel, and PowerPoint as well as general experience in relational databases

If this sounds like a wonderful opportunity, please send a cover letter and resume to hr@abq.org no later than July 7, 2022.

AREA is committed to a diverse workplace. AREA is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.