

Atlanta Housing Authority (AHA) located in the Atlanta, Georgia metropolitan area, is committed to facilitate and deliver quality, affordable housing while redeveloping distressed community environments. Our goal is to establish and empower these areas and develop them into “green space” housing and amenities within vibrant communities.

We do this through the people within the community and through our AHA professional leadership and staff. Currently, we have a need for an **Executive Assistant** who is an experienced individual contributor with strong technical knowledge with a “customer-centric” focus; proven ability to independently manage small to large projects; proficient at analytical research and executive report development; ability to write scopes of work and documents without direct supervision; excellent service provider requiring minimal direction and oversight; creative problem solver with excellent personal organizational and planning skills. May act as team leader on various projects/assignments. Possess in-depth knowledge in field. Ability to fully execute assignments without significant training. .

Description:

- Provide assistance to division by performing various administrative/project-related duties to ensure efficient office operations.
- Perform word processing and desktop publishing to include presentations, spreadsheet and graphs; transcribe information of a sensitive nature; may be required to take meeting and/or conference call minutes.
- Manage and coordinate projects and programs to ensure high quality end results within given timeframe.
- Review and edit written material to ensure accuracy, neatness, correct punctuation and grammar.
- Initiate recommendations to change or improve electronic or written documents for readability and clarity.
- Research, compile and summarize information to formulate correspondence and respond to various inquiries from internal and external customers.
- Prioritize mail, screen (and route) incoming calls to appropriate personnel based on importance of various issues and determine what major issues should be brought to the attention of the department head and/or department members.
- Assist in planning and coordinating agenda preparation and monitor meetings.
- Maintain confidential and specialized files, records, reports, travel requests and departmental calendars, as needed.
- May be required to perform other related duties as required and/or assigned.

Requirements:

- High School Diploma or equivalent; Business Administration certifications preferred with a minimum of four years of experience required.
- Work requires demonstrated proficiency of current office technology and software application(s), and demonstrated use of such technology/applications on a regular basis, i.e. advanced level of MS Office, Word, Excel, Powerpoint, and other database and internet capabilities.
- Excellent written and oral communication skills are required. Must be able to interface with all levels of company employees, high level executives and officers from outside the company. Previous experience supporting a key executive is a plus.
- Requires functional knowledge of corporate operations.
- Accuracy is required in performing all functions of this position.
- Must demonstrate judgment, tact and diplomacy in dealing with internal and external customers.
- Initiative and organization skills are extremely valuable to ensure a smooth office operation.