

## **Frank Lloyd Wright's Martin House: Executive Assistant**

The Martin House has a full-time opportunity for a highly motivated executive / administrative assistant. The ideal candidate will be driven, self-motivated and possess strong MS Office skills accompanied with exceptional communication, organizational and customer service skills. This individual must be able to work diligently and effectively in a fast-paced environment that requires the ability to multi-task while maintaining a professionalism at all times.

**REPORTS TO:** Executive Director

### **SKILLS AND EDUCATIONAL REQUIREMENTS (MINIMUM):**

#### **EDUCATION:**

- Associates degree; Bachelors preferred

#### **EXPERIENCE:**

- 5 years administrative office experience; executive administrative experience preferred

#### **KNOWLEDGE, SKILL AND ABILITY:**

- Excellent skills and knowledge in all Microsoft Office computer applications
- Proactive, anticipation
- Knowledge of personal computer and conferencing equipment
  - Ability to establish working relationships with a diverse population
  - Ability to prioritize work assignments
  - Preparation & set-up for meeting presentations and minutes
  - Strong written and verbal communication skills
  - Strong organizational skills
  - Strong interpersonal skills

Please submit your cover letter/resume including salary requirements to:  
[hr@darwinmartinhouse.org](mailto:hr@darwinmartinhouse.org)

**The Martin House is an Equal Opportunity Employer.**