



Job Posting: Part-Time Executive Administrative Assistant

Suwannee Valley Transit Authority is seeking a dedicated and proactive **Part-Time Executive Administrative Assistant** to provide crucial support to the Administrator. The ideal candidate will possess exceptional communication skills, meticulous attention to detail, and a strong ability to solve problems.

Responsibilities:

- **Manage Professional Scheduling:** Oversee the Administrator's agenda, including handling mail, email, and phone calls.
- **Calendar Management:** Coordinate and manage scheduling for the Administrator.
- **Travel Coordination:** Arrange travel and accommodations for the Administrator.
- **Administrative Support:** Provide assistance with typing, creating spreadsheets, faxing, and maintaining the filing system.
- **Maintain Confidentiality:** Uphold professionalism and ensure strict confidentiality of sensitive information.
- **Public Records Requests:** Process and manage Public Records requests efficiently.
- **Meeting Organization:** Plan and organize staff meetings and events, both internally and off-site.
- **Adaptability:** Be flexible in performing other duties as assigned by the Administrator.

Required Skills and Qualifications:

- **Experience:** At least four years in an administrative role, preferably reporting to Senior Management.
- **Communication:** Excellent written and verbal communication skills.
- **Time Management:** Strong organizational and time-management abilities.
- **Technical Proficiency:** Proficient in Microsoft 365 and quick to learn new software and systems.
- **Team Player:** Willing to adapt to changes and face challenges with a positive attitude.
- **Confidentiality:** Ability to maintain confidentiality regarding company and employee information.
- **Additional Experience:** Familiarity with personnel and budget management is a plus.

If you are a detail-oriented individual looking for a dynamic role, we encourage you to apply!

To apply, please submit your resume and a cover letter outlining your qualifications and interest in the position.

Please Note: This is a Part-Time position, not to exceed 3 days/24 hours per week.

Deadline for applications: Friday, October 18, 2024, by 5:00 p.m.

Suwannee Valley Transit Authority is an equal opportunity employer.