



Colorado Regional Branch  
Bioscience 2, Suite 350  
12705 East Montview Boulevard  
Aurora, CO 80045

## Position Description

### Executive Assistant

Reporting to the chief operations officer (COO), the Executive Assistant (EA) works independently, performing a wide range of complex and confidential administrative and clerical support duties that assist the chief executive officer (CEO) specifically, as well as the company chiefs in general, in performing their respective duties and responsibilities to Lohocla. The EA role requires excellent communication and interpersonal skills, and the ability to provide information and service to a wide range of internal and external contacts. In addition, the position involves knowledge of company policies and procedures and includes responsibility for executive office management, which entails assisting with preparing publication manuscripts and grant proposals, basic bookkeeping, travel arrangement, planning and managing events, and other tasks and projects as assigned.

### Responsibilities

The duties of the EA include, but are not limited to:

- Directly assist the CEO
- Manuscript preparation/Typing
- Calendar management
- Client, consultant, and federal-agency relations management
- Organize meetings/Record minutes
- Recordkeeping/Filing system maintenance
- Arrange travel/Plan events
- Occasionally assist the CFO and COO with specific projects
- Other duties as assigned

### Qualifications

- Bachelor's degree or 4 years' experience in the EA role
- Strong familiarity with Microsoft® Office and EndNote software
- Superlative communication skills



- Steadfast attention to detail
- Excellent organizational and typing skills
- Disposition toward solving problems
- Respect for confidentiality
- Reliable equanimity, competence, and sociability