



## **Executive Administrative Assistant**

Ecology and Environment, Inc. (E & E) is seeking an Executive Administrative Assistant at our Corporate Headquarters in Lancaster, NY. The position is responsible for providing administrative support and serving as the primary point of contact for internal and external interactions on matters pertaining to the CEO and COO. Our successful candidate must exercise informed judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to prioritize multiple important tasks. (A cover letter is required with your resume submittal – please submit the cover letter and resume as one document.)

### **Responsibilities:**

- Completes a broad variety of administrative tasks for the CEO/COO including managing an extremely active calendar of appointments; ensures schedules are organized efficiently, prioritizing most important items and resolving conflicts
- Greets visitors, receives incoming calls, and responds independently when possible, notifying the CEO and COO of priority messages
- Assists with the execution of meetings/events, reservations of conference rooms, etc. as needed
- Provides a channel for effective communication between the CEO/COO and company senior management, Corporate Operations Directors, and Business Unit Directors
- Works closely and effectively with the CEO/COO to proactively keep them well informed of upcoming commitments and responsibilities and following up appropriately
- Composes and prepares correspondence, proofreading documents to ensure the accuracy and/or consistency of information flowing through the department
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures
- Effectively manages a variety of special projects for the CEO/COO, ensuring strict confidentiality with all records, documents and related information pertaining to high level plans and decisions affecting Company operations
- Maintains confidentiality and handles sensitive business information

### **Requirements:**

- Experience supporting an executive level team or corporate officer(s) in a professional office environment
- Associates or Bachelor's Degree in Business, Communications or a related discipline is preferred
- Excellent computer skills including proficiency in Microsoft 2016 Office Suite
- Ability to handle highly sensitive and/or confidential information
- Excellent interpersonal, written and verbal communications skills including good telephone etiquette and strong spelling, editing, and grammar skills
- Ability to effectively and tactfully interact with employees at all levels of the organization
- A high degree of attention to detail and accuracy with strong organizational skills, and ability to multi-task
- Self-starter and highly motivated individual with the ability to work independently within a team environment, and take ownership of a given task, seeing it through to completion
- Positive customer service attitude and drive to support a successful team

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at [www.ene.com](http://www.ene.com) to apply on-line. Local candidates preferred. (A cover letter is required with your resume submittal – please submit the cover letter and resume as one document.)