



Position Title: Executive Assistant
Classification: Exempt
Location: Operations – 8800 Corridor Road, Annapolis-Junction, Maryland
Reports To: General Manager
Salary: \$60,000 - \$65,000
Date Updated: 7/14/2022

ABOUT US

The Transit Management of Central Maryland (TMC) d/b/a the Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location.

JOB DESCRIPTION

We are searching for a highly professional, organized, solutions driven, **Executive Assistant**. This position will primarily support the General Manager but will also provide support to the senior management team as directed, to ensure that company goals and objectives are accomplished, and operations run efficiently and effectively.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Completes a broad variety of administrative tasks for the General Manager including, but not limited to managing an extremely active calendar of appointments; composing and preparing correspondence; arranging complex and detailed meetings, itineraries, and agendas; and compiling documents, including meeting minutes.
- Plans, coordinates, and ensures the General Manager's schedule is followed. Provides "gatekeeper" and "gateway" role, for direct access to the General Manager's time and office.
- Communicates directly, and on behalf of the General Manager, with Commission members, senior management, members of the public, and others as directed.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the General Manager, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, and/or responses.
- Provides a bridge for smooth communication between the General Manager and internal Departments.

- Keeps the General Manager informed of upcoming commitments and responsibilities and follows up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the General Manager updated.
- Provides leadership and/or assistance with special projects and company initiatives.
- Prioritizes conflicting needs; handle matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Assists in coordinating the agenda of senior management team meetings, off-sites, and other meetings as assigned.
- Compose, edits and completes first drafts for written communications on behalf of the General Manager.
- Maintain office inventory and order supplies.

Knowledge, Skills and Abilities:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Demonstrates a high degree of initiative and intuitiveness.
- Displays a forward thinking attitude and behaviors that demonstrate the ability to actively seek opportunities and proposes solutions.
- Maintains a high degree of discretion and confidentiality.
- Extensive administrative and problem-solving skills.
- Strong attention to detail and exceptional organization skills.
- Excellent oral and written communication skills.
- Excellent time management skills.
- Ability to multi-task and work in a fast-paced environment.
- Proficient in Microsoft Word, Excel, Power Point, Adobe, and skills.

QUALIFICATIONS:

Minimum Qualifications:

Bachelor's degree and five (5) or more years of executive administrative support experience, specifically for Executive/C-Suite staff, specifically including calendar and meeting management, and document composition. Seven (7) years of executive support experience in lieu of a degree.

Physical Requirements & Working Conditions:

Incumbent must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person, by telephone, and via electronic means.

Hours are non-standard and are to match the General Manager's schedule (meetings, conferences, etc.) and can change monthly.

This is not a bargaining unit position.

To Apply:

Email a resume and cover letter to HR@TransitRTA.com. Due to the volume of applicants, we will only contact those who we feel fully meet the qualifications for this position.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.