

Foundation for Puerto Rico's mission is to transform Puerto Rico into a premier destination for the world by driving sustainable strategies of economic and social development. Our purpose is to discover, link and unleash Puerto Rico's potential as an active participant in the global economy. We envision a prosperous Puerto Rico that realizes its untapped social and economic potential by leveraging the talent, creativity, tenacity, commitment, and passion of its people.

Job Description:

We are looking for a competent **Executive Administrative Assistant** to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to executive's working life and communication.

Responsibilities:

- Provide world class administrative and logistical support to the President & COO and Chairman & CEO.
- Serve as the key liaison for the President & COO and Chairman & CEO in the organization, facilitating communication with internal and external stakeholders.
- Master complex calendaring for both Executives as well as for BOD meetings: schedule internal and external meetings and events across time zones, prioritizing needs, anticipating conflicts, and solving scheduling issues with ease.
- Support Executives with email management and prioritize what items need the Executive's attention.
- Act as the integrator of key information within the organization.
- Proactively work to ensure effective meetings: manage meeting attendees, agendas, logistics, note-taking, record keeping, and follow-up as requested.
- Coordinate travel arrangements and other logistical support.
- Assist the Executives with various special projects, which could include working with publishers, consultants, and/or major donors.

Qualifications:

- High level of commitment, initiative, and strong desire to work for the transformation of Puerto Rico into a vibrant economy and society.
- Bachelor's degree required.
- Minimum of 3 years' experience as an Executive Administrative Assistant.
- Meticulous organizational skills, systems oriented, computer proficient, strong interpersonal skills both written and verbal, demonstrated ability to meet deadlines under pressure.
- Excellent knowledge of MS Office.
- Proficiency in English and Spanish.
- Exemplary planning and time management skills.
- Ability to multitask and prioritize daily workload.
- Discretion and confidentiality.

About Foundation for Puerto Rico

Foundation for Puerto Rico is a non-profit organization that promotes opportunities for social and economic development that will insert us in the global economy, transforming Puerto Rico into a global destination. At FPR, we're focusing all of our efforts on transforming Puerto Rico into a global destination through Visitor's Economy. This island has so much to offer that we only have to visualize its potential from another perspective. We call this, Visitor's Economy because it encompasses all kinds of economic activity that a visitor creates, including direct effects, indirect effects, and induced effects. It's not traditional tourism because it goes far beyond promoting the beach and the hotel pool. Visitor's economy is about all the unique experience that cultural tourism has to offer, such as gastronomic tourism, ecological tourism, sports tourism, medical tourism, and academic tourism, among many others.

Puerto Rico has the most complete offerings of any destination in the world. Let's show that to our visitors. If more people come to visit Puerto Rico, more opportunities will be available for all residents of the island.

Job Type: Full-time