EXECUTIVE ASSISTANT

Blue School is an independent school in downtown Manhattan that serves children from age 2 through 8th grade. Blue School seeks to both practice and model a dynamic balance between creative thinking, academic mastery and self, and social learning, and to educate irrepressible innovators, and adaptable problem solvers. Please learn more about us at www.blueschool.org.

We are currently seeking an Executive Assistant to join Blue School.

Summary
The Executive Assistant reports to the Head of School and is responsible for performing administrative duties as well as act as a liaison for the Leadership Team and the Board of Directors.

Duties and Responsibilities:

- Performs clerical duties, taking memos, maintaining files and organizing documents, photocopying, faxing, collating, etc., as needed
- Arranges travel, accommodation, itineraries, and all correspondence related to arrangements as needed
- Plans/organizes and implements events such as meetings, business luncheons, or client dinners
- Manages executive schedules and acts as liaison for leadership team and Board of Directors
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Able to work in Google and Microsoft Office suites in a MAC based environment
- Handles confidential information; organizes and maintains files
- Prepares information and research for executive needs
- May assist in planning school events, meetings, and employee team building activities or special projects as needed

Knowledge and Skills:

- Self-motivated team-player with excellent organizational and communication skills
- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Able to organize and manage large amounts of files, tasks, schedules, and information
- Self-directed and able to work without supervision
● Energetic and eager to tackle new projects and ideas
● Comfortable in both a leadership and team-player role, manages team members, leads assistant meetings, and supervises when needed
● Follows up on phone, email and mail inquiries

Qualification Requirements:
● Bachelor’s degree and three to five years’ prior experience supporting senior-level administration
● Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); Google Docs; scheduling appointments/updating calendars a must
● Excellent written and verbal communication skills
● Able to concentrate on multiple problems/tasks at once
● Excellent time management and prioritization skills

TO APPLY
Email hr@blueschool.org with Executive Assistant as the subject line and attach the following:
   - Your Resume
   - Cover Letter, including annual salary requirement

Blue School is committed to achieving a diverse workforce providing equal opportunities to all employees and applicants. We value, respect, and celebrate differences. Employment is decided on qualifications, merit and school needs and not on the basis of 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.