

Please send resumes to Anna@latishashouse.com

THE POSITION

Latisha's House Foundation is seeking a part time, ambitious, organized, proactive and results driven individual to fill the role of Administrative Assistant to the Operations Team. This position requires a dynamic professional who excels in face paced environments. You must be fluent in event planning and execution, managing travel arrangements, calendar management, computer savvy and most importantly, can anticipate and fulfill the executive's needs without explicit guidance. The ideal candidate should be discreet, resourceful, and adept at handling various responsibilities with precision and attention to detail.

RESPONSIBILITIES:

- Attend and manage logistics for various meetings ensuring smooth operation.
 - Handle scheduling, providing reminders and coordinating daily agendas.
 - Take meticulous notes during meetings and manage follow-up action items.
 - Multitask across various administrative tasks, maintaining high productivity.
 - Plan and organize events that align with our company's culture and goals.
 - Oversee the preparation and printing of necessary documents.
 - Manage and forward email correspondence with efficiency and discretion.
 - Assist with personal errands, exhibiting a high level of trust and responsibility.
 - Arrange travel itineraries with attention to detail.
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- Anticipate and proactively manage potential scheduling conflicts, ensuring optimal use of time.
 - Prioritize and communicate schedule changes promptly and effectively.
 - Demonstrate initiative in addressing tasks and responsibilities without waiting for explicit instructions.
 - Coordinate projects and tasks as assigned, ensuring timely and accurate completion.
 - Handle confidential information with the utmost discretion and confidentiality.

QUALIFICATIONS:

- Proven experience as a Personal Assistant or Administrative Assistant
- Exceptional organizational and time-management skills
- Strong communication and interpersonal abilities.
- Proficiency in relevant software and tools for calendar management and travel planning.
- Proven event and meeting planning experience.
- Meticulous handwriting (cursive preferred).
- Ability to work independently, with minimal supervision.
- Computer savvy and graphic design (preferred)

