



1725 Brentwood Road
Brentwood, NY 11717
Phone/631.273.1187

Office of Human Resources

Executive Assistant of Administrative Services

Sisters of St. Joseph – Brentwood, N.Y.

Status: Full time, Non-exempt

Schedule: 8:00 a.m. – 4:00 p.m. Monday – Friday

Position Summary:

The Sisters of St. Joseph are looking for an Executive Assistant of Administrative Services. This position reports directly to the General Secretary and provides professional level supported. The Executive Assistant interacts with all levels of the Leadership Team, Department Administrators, staff, Sisters of St. Joseph and other Partners in Mission. This requires confidentiality, dependability, flexibility and adaptability. This successful candidate will understand and demonstrate the charism of the Sisters of St. Joseph in his/her demeanor in the daily performance of duties and service to the congregation.

Qualifications:

- 2+ years prior executive assistant or administrative support experience.
- Time management and ability to meet deadlines.
- Excellent written and verbal communication skills.
- Maintains confidential and sensitive information.
- Mastery of the English language, including the meaning and spelling of words, rules of grammar.
- Proficient in proof reading.
- Competent in the use of Google suite, MS Office Suite including Word, Excel, and PowerPoint.
- Must be self-directed problem solver with excellent computer, analytical, organizational, and administrative skills.

Responsibilities:

- Coordinates Leadership communications and prepares material for meetings.
- Proofreads, composes, and prepares letters relating to matters of significance.
- Provide coordination, monitoring, and communication of projects.
- Answers the phone, greets visitors, answer questions and provides information as requested
- Oversees and works collaboratively with other departments on special projects as needed.
- Manages the congregational online calendar, makes appointments, schedules rooms using online booking system.
- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email messages.
- Oversees equipment and supplies for the office.
- Performs related and miscellaneous duties as requested.

For immediate consideration please send cover letter and resume to assistantresume@csjbrentwood.org

The Sisters of Saint Joseph provides equal employment opportunities to all employees and applicants for employment and prohibits 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.