



## JOB DESCRIPTION

**Position:** Senior Executive Assistant  
**Reports To:** President & CEO  
**Department:** Administration  
**FLSA Status:** Hourly – Full-time (30 hours/week)

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### Supervises

- Reception
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### General Functions

Responsible for administrative support work of a complex nature for the President & CEO (CEO) and the Board of Directors in performing a variety of analytical, assessment and administrative tasks, as well as maintaining corporate and shareholder records. Maintain the corporate books and records for the Company and all of its subsidiaries.

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**Major Activities (Typical Duties/Responsibilities)** – *The following duties are intended to provide a representative summary of the major duties and responsibilities and ARE NOT intended to serve as a comprehensive list of all duties. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### **Board/Executive Team/Office Management**

1. Composes, edits, compiles, and formats documents for CEO and Board.
2. Travel to meetings with the CEO, when necessary.
3. Prepare corporate publications, promotional materials, and various reports, including annual report and proxy solicitation materials.
4. Provide support for accounting functions (e.g., maintain various files). This includes reviewing and verifying accounts payable invoices and statements and coordination of collecting weekly timesheets.
5. Responsible for maintaining accurate and professional governance documentation to include minutes and resolutions for all Board, committee and staff meetings throughout the Leisnoi family of companies.
6. Responsible for all meeting and planning logistics for Board meetings, committee meetings, Board functions, staff and corporate events, including facility and catering arrangements.
7. Responsible for maintaining professionalism and efficiency, including responsibility for all scheduling, calendaring, files, databases, subscriptions, memberships and staff & Board travel arrangements.
8. Maintain and update Board file on "L" drive.

9. Responsible for tracking Board member meeting attendance and fees; responsible for Board expense report reconciliations for review and approval by CEO.
10. Maintain a professional and efficient office environment, including responsibility for all office equipment and office access & security systems.

### **Shareholders**

11. Responsible for the planning, coordinating, production and distribution of all Shareholder communications and mailings, including newsletters, updates, supplements, flyers, shareholder reports, email communications, and announcements.
12. Promotes good shareholder relations by providing information, referrals and answering correspondence. Works to resolve shareholder issues.
13. Serves as a project manager for Shareholder informational meetings, annual meetings, and other Shareholder events.
14. Responsible for developing and overseeing a Will Form collection strategy and outreach program. Periodically analyze Shareholder statistics with regard to wills on file.
15. Responsible for settling Shareholder estates in accordance with Alaska Statutes and Leisnoi policies.
16. Manage shareholder database, maintain shareholder contact information, and ensure the integrity of the database and associated files including adhering to established corporate records management practices and schedules.
17. Manage Inter Vivos Stock Gifting Program; ensure Inter Vivos Gifts are processed in accordance with established policies.
18. Assist with the development and maintenance of Shareholder Records Desk Reference Manual.
19. Maintain log of shareholder communications for reference and documentation.

### **Records**

20. Maintain corporate records and governance compliance, including compliance with bylaws, requirements associated with shareholder meetings, annual meetings, stock transfer rules, election rules, and required governmental filings.
21. Manage corporate Records Inventory Management.
22. Work with CEO to report on goals and initiatives on Balance Score Card.
23. Other duties as assigned.

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### **Skills/Abilities**

- Ability to make decisions, solve problems, and exercise good judgment.
- High ethical standards and ability to maintain strict confidentiality is required.
- Superior organizational, follow-up, and detail oriented skills.
- Must be able to manage multiple projects and deadlines.
- Work independently, work in a team environment, and work with minimal supervision.
- Ability to work as a constructive member of a team.
- Excellent interpersonal and communication skills; ability to work effectively and cooperatively with management and staff, as well as outside business associates; exhibit a professional manner in dealing with others.
- Knowledge of Alaska Native culture.

- Must be culturally sensitive and be able to relate and interact with all Shareholders.
- Manual dexterity to operate computer keyboard and standard office equipment.
- Ability to work in excess of 40-hour work week, if needed.

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**Qualifications/Experience**

- Associates degree or higher preferred.
- 5-7 years' experience of progressive administrative experience.
- Excellent oral and written communication skills.
- Excellent organization skills and detail oriented.
- Required to pass random urinalysis tests.
- Ability to provide a clean criminal history/background check.
- Strong computer skills with a high proficiency with the Microsoft Office Suites and Adobe products.
- Valid Driver's License. Able to qualify as an authorized driver under the Corporation's established auto and insurance policy requirements.

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**APPROVAL**

**Incumbent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_