



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Executive Administrative Assistant to the Chief Executive Officer (CEO)
Department:	Executive
Reports To:	Chief Executive Officer
FLSA:	Exempt
Position(s) Supervised:	None

POSITION SUMMARY

Under general direction and according to policies and procedures, provides executive administrative support to CEO and Board, fulfill duties of Travel Coordinator, and BBA Fund Development. May provide assistance to other departments as trained and requested to perform. Other tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Support

- Responsibility for maintaining all CEO/Board of Director’ meeting materials, schedules and notifications. Collaborate with other organizations/department staff to plan and implement group/team meetings and other outreach activities associated with the CEO and Board of Directors. Preparation for Board and Board Committee meetings to for several committees.
 - Attends all Board education sessions
 - Serves on committees as appropriate
 - Prepares and sends meeting materials five (5) days prior to Board Meeting, prepares hard-copy meeting packets for distribution at meeting(s)
 - Prepares and maintains all Board of Directors’ binders and prepare material for new Board members. Sets up new files and maintains new member information and documents.
 - Prepares for and attends special events, lunches, dinners, fundraisers, etc.
- Attends and takes minutes/transcribes all Board of Directors’ meetings, Board committee meetings, and all other meetings as directed, to include: preparing meeting materials, agendas, set-up, decorating, select menus, and coordinate catering and clean-up.
- Attends and takes minutes/transcribe all BBA Management meetings.
- Maintains database and files on all contributions, in-kind and cash, made to Blood Bank of Alaska; compose thank-you letters to each in a timely manner, to include special handling and accounting of memorials. Partners with relevant departments to ensure all contributions and donations are accounted for and responded to appropriately. Conducts research and compiles data for Fund Development.
- Maintains Customer Hospital contract files to include annual updates as dictated by contracts, updating FDA, AABB & CLIA accreditations to insure applicable regulatory compliance.
- Prepare all BBA staff travel arrangements (Air, Hotel, and Ground Transportation) as well as vendors, consultants, candidates for employment, etc. Coordinate all state-wide blood drives with community coordinators and Mobile Drive Management to include flights, hotels, car rentals, truck rentals, prepare Travel request Documents, coordinate per diem, and maintain professional



relationships with all applicable vendors to the many locations within Alaska and occasionally outside Alaska.

- Maintains all files regarding staff recognition, order five-year pins, update pins for 10, 15, 20 and 25 years of service. Creates certificate and coordinates presentation(s) at “All-staff” Meetings.

CUSTOMER INTERACTION/PROBLEM SOLVING

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer’s needs a high priority in face-to-face or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner. Demonstrate a high level of problem-solving skills. Must maintain a high level of professionalism at all times as position specifically deals with a wide spectrum of customers, both internal and external.

QUALIFICATION REQUIREMENTS

To perform this job successfully, each essential duty must be performed with attention to detail.
 Must have the ability to take minutes in long, complex meetings and transcribe in a timely manner.
 Must maintain a high standard of confidentiality.
 Must maintain current Notary Public.
 Must have highly developed analytical skills, writing/presentation and communication skills.

SUPERVISORY KNOWLEDGE, SKILLS AND ABILITIES (if applicable)

1. Ability to work with others to achieve departmental and organization goals and objectives.
2. Ability to work effectively to improve the skills of employees by providing clear, specific and helpful performance feedback, and effective coaching and mentoring.
3. Demonstrate a positive attitude toward one’s work and job.
4. Ability to act honestly and with integrity, showing respect for laws, the rights of others, and the Blood Bank of Alaska mission.
5. Ability to adapt to various situations, to work effectively with a variety of individuals and groups, to understand and appreciate different and opposing perspectives of an issue, and to adapt one’s approach as the requirements of the organization/department change.
6. Ability to change within the organization or to change job requirements as needed.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

1. Strong computer skills. Ability to type a minimum of 50 wpm and operate a personal computer. Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
2. Ability to work independently, performs tasks of a detailed nature accurately within required timeframes, and adapt to fluctuating workloads.
3. Exceptional organizational skills and ability to prioritize work.
4. Thorough knowledge of business English, spelling, and punctuation. Effective written and verbal communication skills.
5. Ability to organize and maintain company records.
6. Ability to interface effectively and harmoniously with employees, public and regulatory inspectors.
7. Ability to foster a working environment conducive to excellent customer service.



1215 Airport Heights Dr. • Anchorage, AK 99508 • Tel: 907-222-5600 • Fax: 907-222-5683 • www.bloodbankofalaska.org

- 8. Ability to maintain confidentiality.
- 9. Must be able to lift up to 50 lbs.

EDUCATION

A High School Diploma is required. Associates degree in related courses preferred.

EXPERIENCE

Minimum five (5) years' experience in a fast-paced, Executive Office environment and perform at Board of Directors' Executive support level.

CERTIFICATES, LICENSES, ETC.

Notary Public

WORK ENVIRONMENT

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Executive Administrative Assistant to the Chief Executive Officer and agree to perform the duties as stated.

 Employee Print Name

 Employee Signature

 Date