



Lisa K. Stephenson  
445 Hamilton Avenue  
White Plains, NY 10601

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## The Personal Administrator

Personal Administrative Assistant responsibilities include making travel and meeting arrangements, social media management (as needed) and maintaining appropriate filing systems. The ideal candidate should have excellent written and oral communication skills and be able to organize their work using tools like MS Excel and office equipment. If you have previous experience as a secretary of executive administrative assistant and familiarity within our organization of company, we would like to meet you.

Ultimately, a successful personal admin should ensure the efficient and smooth day to day operation of Lisa K. Stephenson.

### Responsibilities:

- Organize and schedule appointments/meetings
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and form
- Develop and maintain a filing system
- Book travel arrangements
- Maintain contact lists
- Submit and reconcile expense reports
- Act as the point of contact for external clients/inquirers

### Requirements:

- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Willing to travel is a plus

Please email resume and cover letter to: [lisak@lisakstephenson.com](mailto:lisak@lisakstephenson.com)

Subject: **Administrative Applicant**

Emails without a subject line will not be reviewed.

Thank you