



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Administrative Assistant

Department: Publishing

Reports To: Senior Vice President (SVP), Publishing

Summary:

Company, is seeking an Administrative Assistant to support the Senior Vice President (SVP), Publishing. The ideal candidate would be an enthusiastic, detail-oriented individual with exceptional organizational skills, excellent communication and literacy skills, ability to operate independently and establish and enforce prioritization, and a superb work ethic.

Core Responsibilities:

- Schedule and manage SVP's calendar, communications, and travel with high degree of prioritization and sensitivity
- Schedule, prepare for, manage, and support meetings, conferences, agendas, and reminders required by SVP
- Gather and create presentations, media, agendas, and other materials
- Appropriately handle confidential information
- General office duties and support for other Company's staff on as-needed basis and as-assigned
- Performs other job related duties as assigned
- Proactively seeks to help and perform other job-related duties

Education, Experience, Skills Required:

- Bachelor's degree
- 3 years administrative experience
- Excellent Excel and other work-oriented computational skills; Strong knowledge of MS Office, including Word and PowerPoint
- Excellent disposition, mindset, and work ethic

Company is an Equal Opportunity/Affirmative Action Employer.



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- Excellent communication skills (verbal/written), organizational skills, time management, and discretion
- Proactive, detail-oriented, and self-motivated, with the ability to quickly evaluate problematic situations and provide workable solutions
- Ability to prioritize tasks
- Must be able to effectively communicate with internal and external teams