



**HICKOK & BOARDMAN**  
INSURANCE GROUP

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## POSITION DESCRIPTION

**Position Title:** Executive Assistant to Leadership/Operations Team

**Department:** Operations

**Reports To:** Vice President, Director of Operations

**FLSA Status:** Exempt

### SUMMARY

The Executive Assistant is responsible for providing high-quality administrative and organizational support to our Leadership Team. This role will be proactive, highly efficient, and detail-oriented with exceptional written and verbal communication skills. Responsible for the day-to-day operations of the Leadership Team's office, prioritizing tasks, and anticipating needs as they arise.

### ESSENTIAL FUNCTIONS INCLUDE THE FOLLOWING. Other duties may be assigned.

- Serve as the primary point of contact for the team, managing their schedules and providing support to ensure they can meet deadlines and attend necessary meetings.
- Communicate effectively with internal and external stakeholders, including scheduling and coordinating phone calls, video conferences and in-person meetings.
- Provide administrative support, including managing emails, preparing reports and presentations, and organizing files and data.
- Prepare and coordinate company data and communications.
- Manage travel arrangements for the COO, including booking transportation, accommodations, and organizing files and data.
- Foster positive relationships with all members of the organization, as well as external partners and clients.

### QUALIFICATIONS

- Minimum of 5 years' experience as an Executive Assistant, or similar role.
- Advanced skills in Microsoft Office 365 suite of products.
- Strong organizational skills and ability to prioritize and multi-task in a fast-paced, constantly changing environment.
- Excellent verbal and written communication and interpersonal skills.
- Ability to maintain confidentiality and exercise discretion.
- Proven ability to work independently and proactively.
- Bachelor's degree in business administration, Communications, or a related field.



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## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position 80% of the time.
- The person in this position needs to occasionally move about inside the office to access office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with staff, clients, and carriers. Must be able to exchange accurate information in these situations.
- Occasionally required to bend/stoop or kneel to access cables or other items below desk.
- The person in this position may occasionally work in dusty work conditions.

*THIS DESCRIPTION IS NOT INTENDED TO BE A COMPLETE STATEMENT OF JOB CONTENT, RATHER TO ACT AS A GUIDE TO THE ESSENTIAL FUNCTIONS PERFORMED. MANAGEMENT RETAINS THE DISCRETION TO ADD OR TO CHANGE THE DUTIES OF THE POSITION AT ANY TIME.*