

Executive Administrative Assistant

To apply, please email your resume and cover letter to Human Resources at hr@rcaonline.org with the Subject “ .”

The compliance environment continues to escalate as a result of increasing regulatory and corporate initiatives. Consequently, a void has developed in the area of compliance education.

The Regulatory Compliance Association (RCA), a not-for-profit association, emerged to create a comprehensive compliance education curriculum.

Over the last few years, the RCA has evolved to the point of searching for an experienced Executive Administrative Assistant to support the Chairman and Executive Director.

We are looking for an enthusiastic, career minded, self-motivated individual, willing to work a full time schedule including days, evenings, some weekends and holidays.

Duties & Responsibilities Include:

- **Management of Daily Administrative Office Functions**
- **Management of Office Calendar including scheduling and travel arrangements, hotel accommodations, drivers, etc.**
- **Assist with management of students and CLE/CPE certification**
- **Preparation of lists and reports**
- **Assist with Marketing Duties**
- **Assist with Event Planning Duties**
- **Liaise with School Registrar, IT department, Office of Administration, and other University offices as may be necessary.**
- **Communicate (via email, telephone, etc.) with program participants.**
- **Prepare status reports for Advisory Board Meetings**
- **Bookkeeping / Quickbooks**
- **Research Projects – as assigned**
- **Special Projects – as assigned**
- **Management of Routine, Non-Client Office Duties**

The ideal candidate will have the following characteristics:

Searching for a CAREER, not a Job

FIERCELY LOYAL, DEVOTED, SINCERE, HONEST TO A FAULT

TEAM PLAYER – takes and follows direction – without exception

SELF MOTIVATED to perform beyond expectations

SELF DISCIPLINED – self-starter, takes initiative, prioritize activities, multi-task and work independently in an under staffed environment

SUPERIOR organizational, time management and project management skills

QUICK LEARNER – when provided instructions/training – MASTERS UPON 1ST ATTEMPT

STRONG COMPUTER SKILLS - advanced proficiency with Word, Excel, Power Point

HIGHLY ATTENTIVE AND DETAIL ORIENTED

STRONG WORK ETHIC – performs above and beyond expectation (arrives early, stay late).

Excellent communication and interpersonal skills

Creative thinker with exceptional problem solving skills

- At least 4 years prior work experience in administrative role for an understaffed law firm, accounting firm or financial services firm

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COMPENSATION = Pay Rate Commensurate with Experience and abilities