

SpaceBound, Inc. Executive Assistant Skill Set

| All Executive Assistant Resumes must be submitted with the completed Skill Set | Skill Area | Rate Your Skill Knowledge Based on Being Able to Use the Skill Currently (1 - 10) 1=Low 10=High | Completed a Professional Training Course | Years of Experience | Date Skill was Last Used |
|--|--|---|--|---------------------|--------------------------|
| | | | | | |
| Keyboard Skills | Typing 55+ wpm by touch required | | | | |
| | 10-Key Ability by touch a plus | | | | |
| Required Executive Assistant Skills | Ability to work with confidential and sensitive information. | | | | |
| | Responsible for anticipating what is required to get the job done successfully. Ability to multitask, prioritize all facets of the job with an understanding of CEO's <u>priorities assisting in building</u> | | | | |
| | Exceptional communication skills - extensive interaction with various executive levels including, but not limited to, Board Members, City Council, Building Contractors, CEO and President levels, etc. internally and globally (a key liaison). | | | | |
| | Articulate, personable, detail-oriented, and have strong organizational, communication, and administrative skills. Must demonstrate initiative, be <u>resourceful</u> , and an ability to manage multiple projects under tight deadlines. | | | | |
| | Conduct in-depth research on companies, industries, sectors, news, and reports for the CEO. | | | | |
| | Above average analytical skills - compile data, including financials, and provide reports and statistics on various finance projects. Job requires a keen eye for detail. | | | | |
| | Ability to accurately read corporate and miscellaneous contracts along with negotiating contract renewals, etc. Also includes internal and external proposals and budget analysis. | | | | |
| | Responsible for the financial processes of check requests, invoices, and purchase orders. | | | | |
| | Track, analyze, and develop reports along with cost analysis preparation. | | | | |
| | Responsible for obtaining pertinent information for CEO's projects and day-to-day functions. | | | | |
| | Represent CEO at off-site meetings | | | | |
| Liaison between CEO, their direct reportees and department heads | | | | | |

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| Required Executive Assistant Skills [cont'd] | Assess priorities, be extremely pro-active, and able to bring issues to closure independently. | | | | |
| | Open, review, route and disseminate interoffice and external mail, distribute correspondence and other material to department staff. | | | | |
| | Above average skills to construct professional correspondence and an avid proofreader. Type and compose memorandums, policies, minutes, manuals, letters, forms, procedures, contracts, proposals, agendas, notes, handouts and other documents and correspondence, as appropriate. | | | | |
| | Above average "Gatekeeper" skills a MUST | | | | |
| | Above average strength in maintaining CEOs calendars, scheduling of meetings and events, multi-tasking, and an understanding of maintaining finances to include tracking and follow-up of various funds, record keeping and posting, and miscellaneous building finances. | | | | |
| | Answer telephone, screen calls, route callers, take messages, respond to internal and external inquiries, and provide routine information within the scope of authority. | | | | |
| | Above average PC skills to include Microsoft Word, Outlook, Excel, and PowerPoint. Access is a plus but not required. | | | | |
| | Meeting preparation – responsible for ensuring all details have been secured for CEOs meetings (on-site and off-site) along with the CEO having all pertinent material required to conduct or attend their meetings. | | | | |
| | Above average skills in obtaining information from the Internet along with doing cost comparisons when making arrangements for hotels, airline reservations, and vehicle rental nationally and internationally (along with creating itineraries). Includes providing, price comparison shopping analysis charts, placing orders, etc. | | | | |
| | Requires minimal direction from the CEO or other Company employees and has the ability to make decisions on their own. Ability to anticipate all that is needed to get the task completed in a timely and accurate manner. | | | | |
| | Assist with special projects including fund raising and community service - Desire to help out as needed within our team environment. | | | | |
| | Accurately maintain an organized filing system | | | | |
| | Run errands along with flexible work schedule | | | | |

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| | | | | | |
| Internet Skills | Search Engine Use | | | | |
| | Price Comparison (for purchases) | | | | |
| | Research (looking up companies, etc.) | | | | |
| | Ebay | | | | |
| | Paypal | | | | |
| | Overall Knowledge | | | | |
| Phone Skills | Corporate Phone System | | | | |
| | Professional Voice Skills | | | | |
| | Credit Card Verification Skills | | | | |
| | International Customers | | | | |
| | National Customers | | | | |
| | Working with Suppliers | | | | |
| | Retail Customers | | | | |
| | Trouble Shooting | | | | |
| | Listening Skills | | | | |
| | Proper Grammar Usage | | | | |
| | Updating CEO's Cell Phone with Calendar Updates | | | | |
| | Sync CEO's Cell Phone with Daily Calendar Updates | | | | |
| Microsoft Outlook | Working Knowledge Required | | | | |
| | Creating Signatures | | | | |
| | Creating Mailboxes | | | | |
| | Cutting and Pasting | | | | |
| | Scheduling and Updating Company and CEO Calendars | | | | |
| | Creating Responses | | | | |
| | E-mail Composition | | | | |
| | Mail Attachments | | | | |
| | Reminders | | | | |

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| Microsoft Word | Working Knowledge Required | | | | |
| | Letter Composition | | | | |
| | Spell Check | | | | |
| | Inserting Attachments | | | | |
| | Cutting & Pasting | | | | |
| | Formatting Documents | | | | |
| | | | | | |
| Microsoft Access | Working Knowledge in Access Translation | | | | |
| | Table/Report Creation | | | | |
| | Inputting Information on a Table | | | | |
| | | | | | |
| Microsoft Excel | Above Average Skills Required | | | | |
| | Table/Report Creation (for any type of Excel request) | | | | |
| | Doing Calculations within the Charts (Formulas) | | | | |
| | | | | | |
| Multi-Tasking | Able to take calls, and handle other priorities throughout the work day | | | | |
| | Ability to take on multiple responsibilities at one time | | | | |
| | Assist other co-workers regardless of level | | | | |
| | Ability to prioritize responsibilities throughout the day | | | | |
| | | | | | |
| Team Player | Ability to work with multiple departments | | | | |
| | Ability to work with all job levels | | | | |
| | Willing to receive constructive criticism | | | | |
| | Ability to communicate professionally with outside Board Members, Financial Companies, Legal Firms, All Executive Levels, Radio Stations, Non-Profit Organizations, School Administrators, etc. | | | | |

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Additional Comments by Candidate:

Name of Candidate:

Date:

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