



Position Title: Executive Assistant

Department: Office of the President

Hellenic College Holy Cross in Brookline, MA is looking for a detail oriented Personal Assistant to provide personalized administrative support in a well-organized and timely manner to the HCHC President. The incumbent will work on a variety of tasks related to the President's responsibilities.

We are in need of someone to assist with accomplishing the following day to day responsibilities:

Responsibilities

- Office support – writing and organizing emails and correspondence, answering the phone, meticulous record keeping, etc.
- Handle requests and queries appropriately
- Schedule appointments, meetings and maintain office of the president calendar
- Make and organize travel arrangements
- Take accurate notes and minutes
- Answering questions or finding solutions with others' help
- Follow up with clients
- Handle the President's technology
- Assist senior administrators as necessary

Skills

- Proven work experience as a confidential personal assistant
- Knowledge of office management systems and procedures
- MS Office
- English and Greek proficiency
- Outstanding organizational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion, listening, and confidentiality
- Collegial and team oriented
- People skills to help maintain a calm environment
- Able to work independently
- High School degree. A bachelor's degree is an advantage.

- Social Media experience (Instagram, Facebook, twitter) a plus
- Knowledge of ZOOM a plus
- Familiar with the Apple suite of products

This position is for up to 25 hours per week depending on needs. There is flexibility with hours between 7:30am to 3pm Monday through Friday and remote options.

HCHC offers competitive salaries, flexibility and a family friendly environment.

Only local candidates will be considered.

Interested candidates should apply to resumes@hchc.edu

Hellenic College Holy Cross is a Christian Orthodox four-year liberal arts college, seminary and graduate school of theology rooted in the Greek Orthodox tradition.
For more information about the School visit <https://www.hchc.edu/>

**Hellenic College is an equal opportunity employer
A diverse workforce and an inclusive culture is valued**