

JOB POSTING

Job Title: Executive Assistant, Office of the Chairman and CEO

Department: Executive

Reports to: Senior Executive Assistant, Office of the Chairman and CEO

Summary

The Executive Assistant works in unison as a team with and under the guidance of the Sr. Executive Assistant providing front-line administrative support for the Chairman and the CEO, working closely with the senior leadership team, external business units, and the Board of Directors. The Executive Assistant serves as a point of contact for internal and external stakeholders on matters pertaining to the Chairman/CEO's office. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Primary Functions and Essential Responsibilities

- Assists the Chairman and CEO with daily administrative duties and completes a broad variety of administrative tasks that include assisting with maintenance of an active calendar of appointments; completing and processing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas.
- Assists with coordinating logistics for senior leadership meetings and activities both internally and externally.
- Serves as an administrative liaison to the Board of Directors and assists with the coordination of Board activities, which include arranging hotel accommodations and ground transportation for out-of-town Board members; processing travel reimbursement requests; and compiling, assembling, and distributing Board meeting materials.
- Complete a broad variety of administrative tasks including: assisting with special projects; compiling complex documents, reports, and presentations; collecting and preparing information for meetings with staff and external entities; composing and preparing correspondence; maintaining contact lists and filing.
- Assist with scheduling monthly staff lunches and other events as needed.

Essential Skills, Abilities, and Attributes

- Four to six years' experience providing administrative support for C-level executive
- Bachelor's degree or equivalent related experience in lieu of degree
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, business units and external partners.
- Ability to work independently and with professional discretion
- Excellent management, time-management, and problem-solving skills



- Strong project management and meeting/event coordination skills
- Ability to work in a dynamic, fast paced, hybrid environment
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint; G-suite products
- Concur, Egencia and Workday experience a plus
- Occasional travel may be involved
- Ability to be “on call” while principals are on travel
- Commitment to excellence

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today’s students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won’t stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k), PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee discounts & deals and more.

Send resume, cover letter and salary requirement to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.