

Executive Assistant



Reporting to the Chief of Staff, will be responsible for providing administrative support to the Executive team at American Hotel & Lodging Association (AHLA).

Responsibilities:

- Under the guidance and direction of the Chief of Staff, provide high level administrative support to the Executive team at AHLA.
- Preparation and distribution of documents and correspondence to/ from office of the CEO
- Oversee and maintain calendars for team.
- Coordinate travel and submit related business expenses.
- Coordinate meetings and other duties.
- Respond and/or forward inquiries to the appropriate staff member.
- Maintain an organized filing system of paper and electronic documents.
- Other duties as assigned by supervisor.

Education and Experience:

- Three years experience supporting C level executives or other relevant administrative support experience

Skills and Attributes:

- Ability to interact effectively with internal and external senior-level executives and their assistants in a professional manner and be proactive in anticipating business and administrative needs.
- Ability to exercise sound judgement to ensure information is held confidentially.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent oral and written communication skills; team player, self-motivation, and position attitude.
- Detail oriented individual with exceptional organizational and time management skills.
- Ability to prioritize workload and meet multiple deadlines.
- Ability to thrive in a fast-paced environment.
- A proactive approach to problem-solving with strong decision-making skills.

Other:

- Position is non-exempt and located in Washington, DC

To apply, send cover letter and resume to HR@AHLA.com