



THE BUCKEYE INSTITUTE

Executive Assistant/Office Manager at The Buckeye Institute

To apply: Please submit your résumé and cover letter (expressing why you would like to work at The Buckeye Institute and the qualifications that we should consider) through the Job Opportunities page on our website (www.buckeyeinstitute.org/about/job_opportunities). If you would like to provide any reference letters, you may attach them to your cover letter and submit it as one file.

Notes: This full-time position will remain open until filled. Compensation is commensurate with experience and befitting a nonprofit organization in Columbus, Ohio.

Please review our website, about us section, research, etc., and ensure that your views are philosophically aligned with ours. We focus on promoting free-market policies that advance individual liberty, economic freedom, personal responsibility, and limited government. We specialize in economic and legal public policy at the state level.

We are not able to contact all candidates, nor are we able to field phone calls or return emails with questions about the position. We will review all application submissions on a rolling basis (so the sooner you apply, the better your chances). We will notify you within 15 days if you are selected for an interview.

The responsibilities of this position include, but are not limited to, the following:

- Receiving and greeting visitors
- Fielding and directing telephone calls
- Managing executive calendars and arranging meetings
- Preparing expense and other reports
- Making travel arrangements
- Training and supervising support staff and interns
- Investor and customer relations
- Organizing office procedure and upholding Buckeye's established protocols
- Managing office equipment and related vendors
- Ordering and stocking office supplies
- Assisting with event and meeting set up
- Human resources functions including on-boarding/off-boarding staff and interns
- Other administrative duties as required

Requirements: 1) Bachelor's degree, 2) significant relevant professional experience, and 3) the following traits/skills: discretion, maturity, judgment, sensitivity to confidential matters, impeccable organization, project management and interpersonal skills, attention to detail, ability to prioritize in high-pressure situations, superb verbal and written communication abilities, mastery of English language and proper grammar, proficiency in Microsoft Office programs including Word, Excel, and presentation preparation as well as the ability to learn new databases as needed, ability to work well with all levels of management, staff, guests, vendors, and building maintenance teams, and philosophical alignment with The Buckeye Institute's mission.