

**Alenia North America Inc.**  
**Position Description**

**Job Title: Executive Assistant**  
**Business Unit/Department: Executive Office**

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**Position Summary:**

The Executive Assistant will be responsible to perform a broad range of administrative support duties of a highly responsible and confidential nature.

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**Position Responsibilities (Include, but are not limited to the following responsibilities):**

- Schedule and organize meetings, travel, conferences and Executive Office activities.
- Perform clerical duties such as copying, faxing, invoice processing, etc.
- Responsible for coordinating all set up and catering for Executive Office meetings.
- Greet visitors to the Executive Office and escort them throughout the office.
- Translate documents from Italian to English as needed.

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**Position Requirements:**

- Fluency in the Italian Language is preferred, but conversational skills are required.
  - Strong attention to detail, excellent organizational skills, solid follow-through skills and strong interpersonal and communication skills.
  - Bachelor degree not required, but preferred.
  - Basic knowledge of a variety of computer software applications (word processing, spreadsheet, database and presentation software).
  - Ability to multi-task and operate in a fast paced environment.
  - At least 3-5 years of administrative experience.
  - Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software.
  - The position requires a high level of tact and diplomacy and the ability to handle sensitive and confidential information.
  - Ability to multi-task and operate in a fast-paced business environment.
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**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a list of all responsibilities, duties and skills required. Specific duties may change without notice.*

**Alenia North America is an EEO-M/F/D/V employer.**

**Revised 6/25/2010**