

#### **Administrative Assistant 4**

Job Opening # 5521843

[www.employment.wellsfargo.com](http://www.employment.wellsfargo.com) (External candidates)

The Administrative Assistant will provide overall operation and administrative support to the Wells Fargo Regional Foundation Executive Director including:

Complete complex administrative tasks - including setting team meeting agendas, managing team tasks, managing ED correspondence and calendar, organizing ED travel, manage office logistics including maintaining equipment, materials, ordering supplies, reconciling expenditures, and other day-to-day activities.

Assist with review and reconciling of organizational budgets: 2 AU's and endowed assets budget via Excel.

Organize board meetings --including planning meetings, managing board attendance, compiling board reports and financials, and writing/editing minutes.

Support streamlining and risk mitigation via WF policies including records retention, third party service providers (TPSP), audit, legal, and supply chain management. This includes annual review of policies and updating of Regional Foundations systems with ED.

Assist in planning and executing client-facing/grantee meetings--in person and digital -- including organizing materials, securing space, assisting in client attendance, and managing documentation.

Complete additional operational tasks, as assigned.

#### **Required Qualifications:**

- 3+ years of administrative support experience.

#### **Desired Qualifications**

- Advanced Microsoft Office (Word, Excel, Outlook and PowerPoint) skills
- Excellent verbal, written, and interpersonal communication skills
- Strong organizational, multi-tasking, and prioritizing skills
- Strong attention to detail and accuracy skills

#### **Other Desired Skills**

- Experience supporting an executive and/or board of directors
- Knowledgeable of budgets and basic accounting
- Strong filing systems and data entry experience via cloud platforms