

**Administrative Assistant Job Description**  
**Competitive Enterprise Institute**  
**January 10, 2018**

**About CEI**

With work focused on energy and environment, finance, transportation, technology and telecommunications, labor and employment policies, food and drug laws, and comprehensive regulatory reform, CEI has married strategic litigation, timely policy analysis, aggressive communications, and strong coalitions to challenge the overreach of the modern administrative state.

**About the Role**

The Administrative Assistant oversees and coordinates the day-to-day activities and is critical to the productivity of the president and CEI at-large. This is a position that requires quick decision-making, constant juggling and flexibility, and considerable planning and forethought.

CEI President Kent Lassman is a high-energy endurance athlete, cerebral economics scholar, and a dedicated and supportive leader, who cares deeply about his employees and the organization. He leads a full life – professionally, personally, and with extracurriculars – and keeps a rigorous daily routine, for which he welcomes assistance to manage.

**Attributes**

- Integrity
- Discretion
- Sense of humor
- Ability to say no and the judgment to know when to do so
- 2-5 years' experience
- Passion for liberty
- Strong interpersonal skills and stronger anticipatory skills
- Extremely organized

**Daily Tasks**

- Aggressively schedules and manages president's calendar and assists with time management of tasks and activities
- Assists president to prepare for all meetings and activities
- Serves as discreet point of contact to president's office – welcoming guests and managing all incoming calls
- Maintains up-to-date task list
- Assists with prioritization of tasks and completion of intended projects
- Schedules appointments in coordination with philanthropy, communications, and policy departments
- Acts as conduit between president and all internal and external constituencies
- Maintains electronic copies of all files – letters, writings, follow up correspondence – in an orderly and readily retrievable fashion

- Drafts and edits correspondence and other writings

### **Travel**

- Makes both domestic and international travel arrangements including air travel, hotel, ground transportation
- Prepares detailed travel itineraries
- Schedules de-briefing meetings following travel with staff as needed – outlining next steps and sending thank you or follow up notes

### **Board**

- Assists in preparation of materials for regular Board correspondence and coordinates scheduling the biannual meetings and dinners

### **Financial**

- Completes monthly expense reports for president

### **Schedule**

- Expected 8:30am – 6:00pm schedule (with occasional after-hours commitments)

### **To Apply**

Please email application materials in one pdf to [amanda.france@cei.org](mailto:amanda.france@cei.org):

- Cover letter detailing
  - your experience
  - three strengths that would make you an asset for this role, and
  - your most recent salary history and salary requirements.
- Resume