

# Senior Executive Assistant

Contact: AUTOMATIC DATA PROCESSING

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[https://al-houston.countybuyselltrade.com/jobs/senior-executive-assistant\\_roseland\\_83343](https://al-houston.countybuyselltrade.com/jobs/senior-executive-assistant_roseland_83343)

Address: 7924 Victoria Dr Ste 209, Roseland  
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**RESPONSIBILITIES:**

Perform clerical, administrative and office duties of a responsible and confidential nature

Route and answer correspondence


















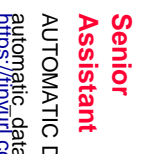
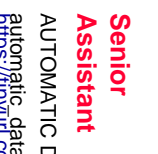
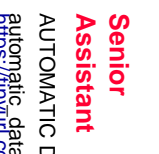






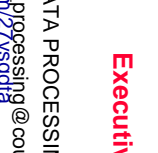
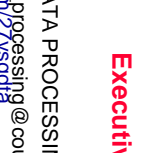


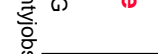
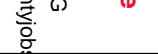
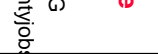
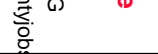
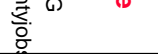
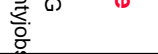
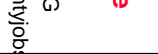
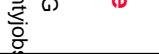
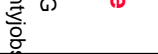
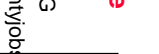
Independently establish, organize and maintain files and initiate follow up as needed

Compile, analyze and summarize statistics and information

Communicate new policies and procedures to the department and coordinate the gathering of information as directed,

Create forms and formats of moderate complexity and determine hardware/software requirements

May coordinate site meetings and convening of staff with senior management and/or be appointed to travel, meetings, conferences and process

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