

**Position Posting:  
Administrative Assistant to the President  
Telesis Corporation  
Washington, DC**

Telesis Corporation seeks a dedicated Administrative Assistant to the President based in our Washington, DC office.

Telesis Corporation plans, finances and builds affordable housing and livable neighborhoods by working with community leaders to attract the organizational, civic and financial support required to enliven communities. Founded in 1985, Telesis has planned or developed over \$2.8 billion in neighborhood redevelopment projects including more than 17,000 units of housing and a range of retail, commercial, education, health, and livelihood projects. For more information about our work please visit our website [www.telesiscorp.com](http://www.telesiscorp.com).

The ideal candidate will be motivated by opportunities to learn, be detail *as well as* deadline oriented, anticipate work requirements, and display a willingness to perform other tasks as assigned.

Position Description

The Assistant will work very closely with the President of Telesis, providing high-level administrative support.

Key Responsibilities

The Administrative Assistant to the President is expected to perform the following specific duties including, but not limited to:

- Work with President on daily objectives, anticipate work agenda requirements and schedule needs
- Prepare President's agenda materials, including memos and correspondences
- Control the flow of people and paper to the President, adjusting it to the President's working style
- Answer and assist phone inquiries
- Draft and edit correspondences
- Organize project materials; maintain filing system
- Manage President's calendar; schedule meetings
- Other duties as assigned

Qualifications and Qualities Preferred

- Bachelor's degree or higher and minimum 2 years of related work experience
- Outstanding verbal communication and interpersonal skills with the ability to interact effectively with all levels of staff and manage external relations
- Excellent writing, editing and formatting skills

- Ability to multi-task and prioritize in a fast-paced environment
- Excellent problem-solving skills and ability to demonstrate flexibility when priorities change
- Ability to anticipate issues and needs and take initiative to respond appropriately
- High level of resourcefulness, thoroughness and attention to detail
- Exceptional organizational and project management skills
- Self-motivated with the ability to thrive under pressure and on deadline
- Expertise with Microsoft Office

Telesis is a Certified “Benefit Corporation” (B-Corp), and offers a very competitive benefits package.

Compensation commensurate with experience and achievement.

Please send your cover letter, resume, a writing sample, and salary requirements to [hr@telesiscorp.com](mailto:hr@telesiscorp.com). Candidate must be able to start no later than July 7. No phone calls please.

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