

## Executive Secretary

The ACLI is seeking an energetic and detail-oriented self-starter to provide administrative support to the General Counsel, Deputy General Counsel and Vice President & Associate General Counsel. Responsibilities include:

- a. Coordinate staff assistant activities and absences to assure adequate staffing. Oversee workload distribution to the areas reporting to the Sr. Vice President & General Counsel and Sr. Vice President, Policy Development. Responsible for training/orienting new staff assistants in these areas.
- b. Prepare documents including letters, statements for Congressional hearings, memos, minutes of committee and subcommittee meetings, reports, committee mailings and other material. Prepare and process mass mail, mass faxes, and mass e-mails.
- c. Answer telephones, responding to routine inquiries and referring other calls to appropriate staff member.
- d. Schedule meetings. Coordinate meeting schedules of direct supervisors. Coordinate all meeting arrangements, including room reservations, luncheon plans, attendance confirmation, coffee, etc.
- e. Provide support to supervisors with committees/task forces/working groups that they lead. This includes establishing relationships with the administrative staff of the Chairs of these groups and other member company personnel who are in frequent contact with the three supervisors. Coordinate all meeting arrangements.
- f. Work with Publishing Department concerning inclusion of materials on the ACLI website. Post content to the ACLI website. Attend bi-monthly meetings for web authors to keep up on the website information to be used and new techniques that need to be changed and discuss better ways of posting.
- g. Maintain current mailing lists, files and publications and other department material. Order and maintain adequate office supplies for the department.
- h. As requested, coordinate travel arrangements including preparation of hotel accommodations and car or airline reservations along with ticket request forms. Make travel arrangements, including hotel, airline, car rental, etc. Prepare expense reports and check requests.

The ideal candidate will have a college degree and minimum of eight years of relevant experience. Strong proficiency Microsoft Office Suites including Word, Excel and PowerPoint. Ability to work with a wide variety of people. Ability to exercise discretion and independent judgment with issues that include those of extreme confidentiality. Ability to prioritize assignments and work quickly and efficiently in a fast-paced environment. Strong organizational skills and must be extremely detail-oriented. Must be able to work effectively in a virtual environment.

To apply, please email or fax your resume, references and salary requirement information to:

American Council of Life Insurers  
Attn: HR Department – Executive Secretary search  
101 Constitution Avenue, NW, Suite 700  
Washington, DC 20001  
[hr@acli.com](mailto:hr@acli.com)

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