



Hershey Trust Company - Position Summary

General Position Summary:

Hershey Trust Company (HTC) is looking for an experienced **Administrative Assistant** position to join our team. This is a new position which will provide general administrative support to all areas of the Company including the Executive, Legal, Investments, Human Resources, Information Technology, and Finance Departments. The role will handle confidential and critical information and will contribute to the overall success of the organization.

The ideal candidate will be a self-starter who enjoys a wide-range of activities and project assignments in an ever-changing environment. This position offers a rewarding opportunity to work cross-functionally among all HTC departments, providing exposure to different departments, positions and experiences at Hershey Trust Company.

Principal Accountabilities:

- Provide general administrative support to multiple departments. Assignments may involve preparing general correspondence, developing and entering data into a spreadsheet, database entry, file management, document filing and completion and preparing general administrative paperwork.
- Support the Document Management Project and help establish effective and consistent digital file management processes and procedures to ensure document accessibility and file accuracy.
- Schedule or coordinate internal or external meetings and assist with managing calendars and resources or room reservations.
- Provide travel coordination and assistance to Board and employees, using assigned resources like Concur.
- Assist with Banquet Event Orders (BEO's) to ensure events are set up and managed smoothly and items are prepared, delivered and available timely.
- Assist executives and others with completion of internal administrative paperwork including expense reports, processing and coding legal invoices.
- Assist with internal distribution of mail and transport of external mail to Post Office, assist with reception of visitors, monitoring of group email and voicemail box(es), and other duties, as assigned.

Minimum Qualifications:

This position requires a strong base of business acumen and administrative knowledge typically acquired through a high school diploma (or equivalent), additional business or administrative training, and at least 5-years' experience providing administrative support in a professional office setting.

Knowledge, Abilities, and Skills:

- Demonstrate through actions and words the Core Values embraced by the Hershey Trust Company, including Teamwork, Integrity, Respect and Impact.
- Emotional Intelligence – Ability to successfully interact with diverse people and personalities in all situations, to achieve a successful outcome for all.
- Adept in Technology – Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Visio, Outlook); Prior travel coordination experience preferred to include experience with Concur or another travel management system/tool; familiarity with Boardvantage board portal is preferred.
- Communication Skills - Strong written and verbal communication skills; including a positive attitude. Must have the ability to compose professional emails and correspondence, review outside mail, and screen phone calls.



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- **Strong Organization Skills** - The ability to work independently, and consistently organize work product and work flow across the organization, properly organizing and maintaining files and records, copying and scanning.
- **Time Management Skills** – Since this individual will be a resource for the whole company, the ability to manage time efficiently and effectively.
- **Detail-Oriented** – Have an eye for detail to produce accurate and trustworthy work products.
- **Adaptability** – The ability to pivot quickly towards an unrelated project; and the ability to revert back to standard assigned duties after a time of intensity.
- **Professionalism** – Display a high degree of integrity and professional demeanor in daily activities, including the proven ability to handle confidential information in a discrete and professional manner.

About Hershey Trust Company:

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M. S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. All who believe they meet the stated qualifications of the position are invited to apply.

How to Apply / Contact: Careers@HersheyTrust.com

If you require assistance with the application process, please contact Human Resources at 717-520-1136.