



# SencorpWhite

## OPEN POSITION

### Executive Administrative Assistant

#### QUALIFICATIONS/REQUIREMENTS:

Report and provide high-level administrative support to senior management. The successful candidate will thrive in a team oriented environment and should possess the following:

- Strong organizational skills and ability to perform and prioritize multiple tasks with excellent attention to detail and accuracy
- High level of verbal and written communication skills
- Self-directed, able to maintain high level of dependability
- Highly proficient computer and Internet research skills
- In-depth knowledge of Microsoft Outlook, Microsoft Word, Excel, and PowerPoint
- Knowledge of Salesforce helpful
- Etiquette reflective of company standards to both customers and vendors
- Exceptional knowledge of standard office administrative practices and procedures
- Flexibility, positive attitude, team orientation and willingness to learn are a must
- Discretion and confidentiality
- Must be willing to travel

#### PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform all administrative and office support activities for senior management
- Maintains executive's Outlook schedule by planning and scheduling meetings, conferences, and travel
- Provide support to Sales team for proposals, orders and customer communications
- Generate and maintain reports and dashboards in Salesforce
- Coordinate trade show planning, including marketing for shows
- Research and make travel arrangements for sales department
- Answer phones and direct calls to the appropriate personnel
- Process expense reports
- Schedule and coordinate customer luncheons and conference rooms
- Maintains office supplies inventory
- Serves as backup coverage to other positions
- Perform other duties as assigned in the event of special projects or unplanned tasks in a timely and efficient manner.

#### EDUCATION AND EXPERIENCE:

- Skills and knowledge equivalent to two-year secretarial program *and* minimum three years administrative experience
- Degree in Business, or related field, preferred but not mandatory

#### HOW TO APPLY:

- If you are interested in being considered for this position or would like to refer a candidate, please notify Noelle Forde or have the candidate email their resume to [jobs@sencorpwhite.com](mailto:jobs@sencorpwhite.com)