OPEN POSITION

Executive Administrative Assistant

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage all administrative affairs for the CEO & President and CFO.
- Must be trustworthy with sensitive information obtained verbally, written, and electronically.
- Occasionally be available during non-office hours to support urgent requests and pending deadlines.
- General administrative tasks required to manage and support business unit sales VP’s.
- Answer phones and direct calls to the appropriate personnel.
- Schedule meetings and conference rooms.
- Coordinate and arrange for in-house and remote quarterly sales meetings.
- Researches and makes travel and living reservations for executive staff. Makes hotel reservations for customers.
- Contacts various departments, individuals or outside customers to coordinate meetings, communicate requests or to provide assistance.
- Prepare reports using MS Excel and create presentations in MS PowerPoint for internal and external customers.
- Manage and prepare weekly Salesforce reports for management using pipeline, forecast, and activity reports.
- Attend highly sensitive meetings, take notes, and communicate action items to stakeholders.
- Prepare expense reports on behalf of C suite executives.
- Manage and improve the order entry process.
- General clerical duties as requested.

EDUCATION AND EXPERIENCE REQUIRED AND PREFERRED:

- Five plus years’ experience of supporting high-level executives.
- Degree in Business or related field is preferred.
- Exceptional communication skills, written and verbal
- Proven ability and experience in managing confidential information
- Strong administrative skills
- Excellent time management and organization skills
- Strong interpersonal skills with the ability to interact well with all levels of internal and external customers.
- Proficient in Microsoft Office – Word, Excel, Outlook & PowerPoint

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