

Job Description

Title: Executive Assistant

Reports to: President

Summary of Position

The Executive Assistant is the personal assistant to the company's President and other executive members of the management team. The ideal candidate is self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment.

Primary Duties and Responsibilities

- Coordinate executive communications, including taking calls, responding to emails, and interfacing with clients
- Screen meetings and visitors to the President; route and resolve information requests
- Uphold a strict level of confidentiality
- Aid Sales Coordinators in administrative/day-to-day operations, such as retrieving mail from the post office, as needed
- Conserves executives' time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Prepare internal and external corporate documents for team members and industry partners
- Schedule meetings and appointments for the members of the management team
- Maintain an organized filing system of paper and electronic trade articles; provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Conduct SWOT analyses and other research and statistical reporting
- Other duties as needed by the team or clients

Education and Experience

- Associate Degree in business administration or a related field, preferred
- Experience as an Executive Assistant highly desired, but not required
- Computer experience with the Windows Operating System
- Ability to speak effectively and courteously with clients and co-workers
- Excellent communication and interpersonal skills
- Excellent time management skills
- Proven organization and follow-through skills
- Ability to work effectively in a team environment
- Leadership qualities and problem-solving skills
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form
- Ability to speak effectively before groups of clients or McWaters employees