

Executive Assistant - Job Description

The Executive Assistant position is responsible for providing professional and confidential administrative support to the Senior Vice President, Chief Legal Officer, and Corporate Secretary. This position will be experienced in managing leadership schedules, routing calls, and a wide range of administrative, projects, and event coordination tasks. He/she will assist and represent senior leadership by enhancing the department's effectiveness, ensuring successful completion of self-led projects, and provide a broad range of support.

*This position will work in the office Monday - Friday.

In addition to competitive pay, we offer the following benefits with this position:

- Salary, plus Annual Bonus Opportunity
- Monthly Technology Allowance
- Health, Dental, Vision, Life and Disability Insurance
- 401(k) with company match
- Paid Time-Off
- Employee Stock Purchase Plan
- Employee Vehicle Purchase Program

Responsibilities:

- Provides general administrative support to the Senior Vice President, Chief Legal Officer including supporting technology-based applications, and/or filing documentation.
- Handles various administrative details accurately and timely with initiative and good judgement.
- Serve as the Department liaison providing a central point of contact for various vendors.
- Prepare and submit monthly expense reports for the SVP/CLO and other team members as necessary.
- Assist with maintaining weekly spreadsheets and reports for upcoming meetings or presentations and send reminders as appropriate.
- Prepare and edit correspondence, communications, presentations, and other documents as needed.
- Support the various initiatives of the SVP/CLO by attending, taking notes, and tracking action items for follow-up on various operational project meetings when required.
- Responsible for establishing and maintain the SVP/CLO's address book with up-to-date contact information for internal and external key contacts.
- Understand the current system for document management and take the initiative to create or update the records as new information is received.
- Assist the SVP/CLO with general business duties and business-related errands.
- Upholds discretion and confidentiality of all data and information taken place.
- Provide event planning coordination and support.
- Oversee facilities and maintenance requests for the department and make recommendations for services, vendors, and other facility-related needs.
- Manage office supplies, office organization, cleanliness, and general safety.
- Leverage the SVP/CLO's time by reading, researching, and routing routine correspondence.
- Organizes management meetings weekly/conference calls, taking notes and managing the "to-dos" to completion.
- Supports in coordinating meetings including dates, agendas, food, meeting rooms, and invitations.
- Ensure timely and appropriate response to incoming mail and emails, including drafting written responses to all levels of management and key resources and customers.
- Organize and manage travel arrangements.

Qualifications

- Bachelor's degree or equivalent experience.
- 4+ years of experience supporting senior leadership executives.
- Self-Initiator who can work independently and manage multiple projects.
- Registered notary public or willingness to become a registered notary public
- Working knowledge of mail processing such as postage machine, Federal Express, and UPS.
- Experience in scheduling and planning of senior leadership meetings, such as team sessions, budget meetings, and/or quarterly or annual operational meetings.
- Excellent interpersonal communication skills, both verbal and written.
- Ability to multi-task in a fast-pace environment.
- Possess strong organizational skills with the ability to prioritize, work independently, and maintain confidentiality.
- Extremely dependable to show-up on time or in advance of schedule.
- Flexibility to work overtime as required.
- Professional and friendly personality and appearance.
- Proficient in Microsoft Software (Word, Excel, Visio, PowerPoint and Outlook), Diligent Board Books (or similar board portal software) and technical resources including meeting and conference applications and tools.
- Demonstrate professionalism and is viewed as responsible, reliable, and trustworthy.

Crystal Cornett, Legal Recruiter

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