

# Executive Assistant

Posted: February 6, 2025

Full Time

Location: Katy or Houston TX

Job Details - Closing Date: Open Until Filled

**\*\*Applicant must have a valid, unrestricted insurable Driver's License\*\***

**\*\*Application, Resume, and References are required\*\***

## ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides administrative and operational support to the CEO and Board of Directors.
- Works independently and within a team on special nonrecurring and ongoing projects. Upon request, handle special projects which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures, assisting in preparing and distributing presentations
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Proactively manages executive's daily itinerary, planning, prioritizing, and scheduling meetings, conferences, teleconferences, and travel as needed.
- Represents the executive by attending meetings in the executive's absence, at permissible times, speaking on behalf of the executive as needed.
- Prepare reports by collecting and analyzing information.
- Establishes, develops, maintains and updates the filing system for the department. Retrieves information from files as needed. Establishes, develops, maintains and updates the library of trade journals and magazines.
- Organizes and prioritizes large volumes of information and calls for the department as needed.
- Handles confidential and non-routine information, and as necessary explains and interprets policies and procedures.
- Develops general correspondences, memos, charts, tables, graphs, presentations, etc. Proofreads documents for spelling, grammar, accuracy and layout, making appropriate changes. Responsible for accuracy and clarity of final documents.
- Supports department in handling and copying check requests, travel reimbursements, expense reporting and sending to Accounts Payable after approval is given.
- Represents the CEO by welcoming visitors, arranging company dinners and other corporate functions.
- Handles all administrative functions to support corporate and executive functions
- Maintains Confidentiality
- Perform other duties as assigned as needed.

## MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 8 to 10 years of direct executive work experience at a corporate level.

Education:

- Bachelors Degree in Business Administration or related field is required.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of modern office equipment operation

- Must be proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- Skilled at continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Analytical ability is required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- High level of interpersonal skills to communicate with internal and external clients and customers
- Must be disciplined with handling sensitive and confidential matters.
- Ability to demonstrate poise, tact and diplomacy when difficult situations arise.
- Ability to multitask in any situation