

Executive Assistant

Posted: October 1, 2025

Full Time

Location: 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 high-level administrative and operational support to the CEO, Board of Directors, other assigned leadership staff while exercising discretion and confidentiality.
- Works independently and within a team on special nonrecurring and ongoing projects. Complete a variety of special projects including planning and coordinating multiple presentations, financial spreadsheets, special reports and agenda material. Coordinate and disseminating information, direct mailings, creating brochures, etc.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters, memos and documents; collecting and analyzing information; initiating telecommunications.
- Proactively manages executive's daily itinerary, planning, prioritizing, and scheduling meetings, conferences, teleconferences, and travel accommodations.
- Represents the executive by attending meetings in the executive's absence, preparing discussion notes, and initial draft of minutes and summaries; at permissible times, may speak on behalf of the executive as needed.
- Performs office tasks including maintaining records, ordering supplies and performing basic bookkeeping and preparing reports by collecting and analyzing information.
- Establishes, develops, maintains and updates filing system and documents repository.
- 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, facts and layout, making appropriate changes. Responsible for accuracy and clarity of final documents.
- Supports department in handling sensitive documents, expense reporting and working with Accounts Payable.
- Represents the CEO by welcoming visitors, arranging company and other corporate functions.
- Handles all administrative functions to support corporation and executive team members.
- Perform other duties as assigned as relevant to the position.

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:

- Excellent verbal and written communication skills.
- Excellent organization skills and attention to detail.
- Excellent interpersonal skills and ability to function effectively in a high-paced and at times stressful environment.
- Excellent time management skills with a proven ability to meet deadlines.
- Must be proficient with Microsoft Office Suite or similar 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 a high level of confidentiality, poise, tact and diplomacy when difficult situations arise.
- Ability to multitask in any situation

