



## **Administrative Assistant**

### **Position Summary:**

The executive assistant provides high-level administrative support to company executives by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

This position will report to the CEO at NAI with a functional reporting line to the Executive Team.

### **Responsible for:**

- As the gatekeeper, manage the coordination of the CEO and Executive team complex calendar for internal and external related meetings, to the operational day-to-day activities.
- Be a “super-forecaster” for CEO, leadership team and company, while being able to anticipate changes, resolve conflicts and solve scheduling issues.
- Proactively coordinate meetings and managing internal and external communications
- Facilitates distribution of internal communications with executive team
- Coordinate domestic and international travel arrangements for CEO and Executive team, including set up, follow-through and anticipation of needs
- Complete expense reporting and reimbursement for CEO
- Detailed planning, preparation and coordination of materials related to the Director and Shareholders meetings
- Responsible for all aspects for supporting projects for the CEO and Executive team.
- Proactively collaborates with other administrative staff members in collaboration and coordination of calendars, requests, and events.
- Keep the Troy and Gaylord locations “stocked” with appropriate supplies - coffee, office supplies.
- PowerPoint presentations - provide sketches, themes and translate, quickly, into a professional presentation.
- Salesforce.com administration.
- Data analysis. Creating a report by P/N and customer.
- Coordinate and host customer and supplier visits to NAI
- Primary contact for landlord/building management for facility issues

### **Requirements:**

- At least 5 years in a similar position.
- Ability to work in a fast pace. Respond to requests quickly.
- Presence - ability to work with C-suite executives and understand what he/she is dealing with, professionally and effectively.
- Self-supervised and priority setting - a hunter mentality who takes care of CEO first, his/her staff next, and everyone else afterward. Asks for more work and seeks other areas to help free up management time.
- Confidence and poise - have an executive mentality, and be an effective member of the team. Remain extremely flexible to rapidly changing schedules and business dynamics.

- Perception and maturity - the ability to understand where to focus, what is being said that isn't verbal, and to effectively ask questions to gain clarity. Walk into the executive offices anytime while understanding what the executive is up to (for example don't lumber in with a menial question when the CEO is meeting with his board and later claim "you said I could walk in anytime" - that actually happened.)
- SPEED - gets things done, now! While remaining friendly and amiable, keeping chatter to a minimum. Act like an executive and remember he/she is a direct reflection of the CEO.
- The ability to interact with executives, other admins in the world, and keep information confidential.

### **Skills and Abilities:**

- Experience handling highly confidential information in a human resources or general business environment.
- Excellent written, listening and verbal communications skills.
- Good computer skills with excellent proficiency in MS Office – Outlook, Words, PowerPoint and Excel
- Proofreading or copyediting experience
- Advanced problem solving and research acumen
- Advanced multitasking skills
- Ability to work in a dynamic work environment and be extremely adaptable to the ever-changing needs of a fast-growing company
- Office organization excellence

### **Other:**

- Provide input for ways to improve process and structures
- Coordinate large and small-scale events by preparing facilities and catering; preparing information for attendees; coordinating speakers; and follow-up
- Assist in planning and execution of employee events, meetings, off-sites and other functions

### **Education Requirements:**

Bachelor's degree preferred, 2-4 years of experience in providing support to high-level executives preferably at the "C" level suite

### **Physical Requirements:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may be regularly required to talk or listen, stand, walk, sit, stoop, crawl and use hands to finger, handle, or feel objects, tools or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to operate in mentally and physically stressful situations. Prolonged sitting, typing and lifting up to 20 pounds.

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