

Sr. Executive Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$22.80 to \$26.40 hourly

Employment status: Contract / Temporary to Hire

Description

The Senior Administrative and Personal Assistant provides administrative, personal and operational support to the Director of Finance & Operations. This position performs a variety of tasks from general office to the highly responsible. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion. This person will be the "right-hand person" who enables the Director to advance company initiatives and goals.

Job Duties include but not limited to:

- Work directly with the Director to support all aspects of her daily work routine.
- Provide general office administrative support: Assist with day-to-day operations by handling all data entry, mail pickup/sort/distribution, company errands, process daily postage and delivery to post office, answering phone calls, screening and transferring per company policy, greet visitors, general filing and more.
- E-commerce support: High level responsibility and accuracy for majority of e-commerce business - hands-on person to handle all tasks - timely response to all customer service issues, order entry, preparation/packing/shipping of all orders, process returns/credits, receiving, organization and cleanliness of stock and shipping rooms, maintain shipping supplies, accuracy of inventory and monthly cycle counts, listing new product on store, and more.
- Maintain office/maintenance/shipping supplies inventories by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment and techniques.
- Conserves director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Coordinate all aspects of office social gatherings, holiday parties, etc.
- Complete ad hoc projects as assigned – such as personal events and/or family needs.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or C-Suite Executives as needed.
- Comfortable interacting with high-level executives
- Resourceful, can-do attitude
- Someone who exhibits sound judgment with the ability to prioritize and make decisions
- Energetic and eager to learn
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Highly organized and detail-oriented
- Fast learner, able to follow instructions and is reliable and accountable
- Resourceful self-starter with ability to work with minimal supervision
- Be able to wear many hats and handle multiple tasks simultaneously

Requirements:

- Bachelor's Degree preferred or a combination of significant directly related experience and education.
- 5+ years experience in supporting a senior management, C-Suite executive or a team
- Supply management experience a plus
- E-commerce experience a plus (Shopify)

Requirements

Executive Meetings, Customer Service, Interpersonal Skills, Interpersonal Relationships, Intrapersonal Skills, Social Media, Data Entry,

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