

SEND RESUME AND COVER LETTER TO MWARD@LSICOMPANIES.COM

Position: Executive Assistant to CEO
Reports to: CEO
Works With: All internal staff, outside consultants, investors/partners for CEO's interests and communications

Position Statement

Providing highest level of support to the CEO ensuring administrative functions are performed properly and as efficiently as possible. Maintain the highest level of confidentiality, discretion is a priority. This is a critical position demanding a team player with integrity and discipline. This position requires an experienced professional who is dedicated and loyal with great follow-through capabilities and attention to detail, ability to multitask and switch gears.

Qualifications

- 10 plus years of experience as an Executive Assistant with legal office experience preferred.
- Advanced proficiency in Microsoft Office, Word, Outlook and Excel at a fast pace, multi-tasking, calendaring meetings, creating/modifying documents, spreadsheets.
- Excellent typing skills is a must. 100+WPM preferred
- Excellent personal management and organizational skills.
- Excellent verbal and written communication skills with a wide range of clients, vendors, consultants and investors.
- Ability to work in a fast paced, high energy environment while prioritizing workload.

Job Duties

- Maintains Company Calendar and CEO's meeting schedule
- Communications with Builders Care, Lee Building Industry Association, LSI first point of contact.
- Has daily meeting with CEO and COO in person or via cell phone, with regards to schedules, priorities and company radar screen.
- Handles CEO's correspondence, redlining contracts, memos, faxes, letters, phone messages, and e-mails as verbally dictated by CEO.
- Handles all business travel arrangements for CEO i.e. hotel, air, rental cars, itineraries, conference calls.
- Business meeting coordination involving heavy calendars.
- Retrieves CEO voice mail messages, records and reports them to CEO
- Maintain and update radar screen outlining priorities and accomplishments

Your Fair Labor Standards Act (FLSA) status in this position will be "exempt." The exempt status indicates that this position meets specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law, and allows this position to be exempt from both minimum wage and overtime pay requirements. The basic premise of exempt status is that as an exempt employee, you will be required to work the hours necessary to satisfy your work responsibilities.