



Job Title – Executive Assistant to CEO

Location – San Antonio, TX

Position Type – Full- Time

Reporting To: Chief Executive Officer

RESPONSIBILITIES:

President & CEO of an international LED lighting company is seeking a high-level Executive Assistant. The ideal candidate would be a confident and polished individual who will bring a highly professional and upbeat nature to the job, with a strong, clear, and efficient communication style. Someone who is a perfectionist, is on top of every detail, and sees things through an executive's eyes will succeed in this job.

The President & CEO is looking for an individual who embodies the following characteristics:

- Experience. Previous C-level or senior support experience. Demonstrated longevity in previous roles.
- Meticulous. You have tremendous attention to detail. Nothing goes unnoticed by you! You are exceptionally organized and efficient.
- Proactive. You identify needs ahead of time and take full responsibility for driving projects and initiatives forward. You possess exceptional delivery of assertive professionalism.
- Resourceful. You are excellent at seeking out information and finding the best possible solution to any given problem.
- Strong Communicator. You have stellar written communication skills, exercise tact and good judgement, and are very responsive with strong follow through.
- Multi-tasker. You are comfortable with always working on multiple projects and constantly having to reprioritize.

A day in the life of this position is ever changing, but some responsibilities include:



- Efficiency Optimization. Act as first point of contact for the President & CEO, answering questions and sourcing information whenever possible, acting as a gatekeeper/ground control.
- Scheduling and Time Management. Manage and optimize complex calendars. Arrange international and domestic travel and accommodations.
- Administrative Duties. Manage expense reports, process Visa/Passport applications for all US employees, handle appointments, event planning, and reservations on a business and personal level for CEO and other members of the C-Suite.
- Daily office operations. Order supplies and phones as needed for the office and employees. Oversee cleaning services.
- Personal Assistant. Process returns frequently. Run personal errands.

Requirements:

- A Bachelor's degree is required.
- Flexibility surrounding occasional long hours and some travel may be required.
- Must maintain the highest level of confidentiality at all times.

Related Keywords:

Administrative, Executive Assistant, support to C level