

## **Executive Assistant to CEO**

Location: San Antonio, TX

Position Type: Full- Time

Reporting To: Chief Executive Officer

### **RESPONSIBILITIES:**

General LED, Inc (dba AgiLight, Inc.) is an international LED lighting company with regional offices in the United States, Europe, Dubai and China along with multiple Sales Representatives in other countries around the globe. We are currently seeking a high-level Executive/Personal Assistant to support the company's CEO (and leadership team when needed). 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.

We are looking for an individual who embodies the following characteristics:

- Experience. Previous C-level or senior support experience with demonstrated longevity in previous roles.
- Meticulous. Tremendous attention to detail. Must be exceptionally organized and efficient.
- Proactive. Identifies needs ahead of time and takes full responsibility for driving projects and initiatives forward. Possess exceptional delivery of assertive professionalism.
- Resourceful. Excellent at seeking out information and finding the best possible solution to any given problem.
- Strong Communicator. Must have strong written/communication skills, exercise tact and good judgement, and are very responsive with strong follow through.
- Multi-tasker. Comfortable with always working on multiple projects and constantly having to reprioritize.

### **Responsibilities include:**

- Efficiency Optimization. Serve as first point of contact for the President & CEO, answering questions and sourcing information whenever possible.
- Scheduling and Time Management. Manage and optimize complex calendars. Arrange international and domestic travel and accommodations.

- Administrative Duties. Process Visa/Passport applications for all US employees. Manage expense reports, handle appointments, event planning, and reservations on a business and personal level for CEO and members of leadership team.
- Daily office operations. Order supplies and phones as needed for the office and employees. Oversee cleaning services.
- Personal Assistant. Perform personal errands/scheduling as needed/directed.

**Requirements:**

- A Bachelor's degree preferred.
- Flexibility to occasional long hours and travel as needed.
- Maintain confidentiality at all times.