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Executive Assistant

An innovative, expanding, international company rooted in the **Annapolis / Kent Island** area of **Maryland** is looking for a talented, experienced, administrative professional for their **Executive Assistant** opening. This is an exciting opportunity to directly learn all facets of the business from our executive leadership team. This position will truly serve as an extension of our senior executives and will be expected to interact with many different departments and head up a variety of projects that will move the company forward. This position is not a secretarial job. We are looking for a high-octane team member who is not afraid to take initiative and be resourceful. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the **President & CEO**, as well as the **Vice President of Operations**.

Executive Assistant Duties and Responsibilities:

- Provides a wide range of office administration and support including overseeing administrative policies, filing and other clerical duties
- Answers and routes phone calls, mail and e-mail messages
- Handles some internal communication efforts including information dissemination, scheduling office wide meetings
- Compiles reports, collects and analyzes information and prepares presentations
- Updates databases and documents as needed
- Prepares executive responses to routine memos, letters, or correspondence
- Maintains professional and technical knowledge by attending educational training sessions and participating in various meetings and tasks across the business
- Serves as building facility manager – acting as a liaison between Sauer and our property management company to include duties such as coordinating service contractors (cleaners, HVAC etc.), completing service ticket requests, etc.
- Plans and facilitates meetings and events
- Participates in completing special projects for Executive Team
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Detailed Oriented
- Maintains an extreme level of confidentiality and tact
- Excellent time management, organization and prioritization skills
- Team Player

Executive Assistant Education and Experience:

- Preferred: Bachelor's Degree in Business, Management, or equivalent experience
- 5+ years of experience in an Executive Administration role, or similar
- Advanced skill level with Microsoft Office Suite; Word, Excel, PowerPoint and Outlook
- Ability to work in a fast-paced manufacturing environment
- Salesforce CRM experience is a plus

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available