

EXECUTIVE ASSISTANT

POSITION OVERVIEW:

The executive assistant performs diverse administrative duties and functions requiring initiative and sound decision making in support of the executive. This includes planning, organizing and coordinating all executive tasks.

SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist the executive with administrative and personal duties.
- Interact with all levels of management, staff, customers and business partners as necessary.
- Prioritize, channel and facilitate communication from other departments.
- Attend meetings and keep record of meeting minutes as requested.
- Follow up with team members on assigned action items to ensure timely completion.
- Coordinate and assist with the completion of special projects, including research, documentation and analysis.
- Update and manage calendar, travel arrangements and departmental task list.
- Generate reports and acquire documents as needed.
- Participate in special projects as needed.

QUALIFICATIONS:

- Bachelor's degree required.
- At least five years of related executive assistant experience.
- Strong analytical skills with attention to detail.
- Excellent interpersonal skills with the ability to communicate with all levels of management.
- Detail oriented and extremely organized.
- Ability to multitask in a high volume, fast-paced work environment with very strict deadlines.
- Must be able to work with minimal supervision or management with a flexible work schedule.
- Must be able to maintain a high level of confidentiality and be extremely professional and poised.
- Proficient in Microsoft Office.
- Demonstrate and uphold all of Power Design's core values, which include integrity, accountability, teamwork, innovation and growth.
- Non-smoker.