

Executive Secretary

Job Description

Overview: Join our team, providing administrative support in our fast-paced corporate offices in East Lansing, Michigan. Support sales, finance, and technical teams providing information technology (IT) services to clients across the USA and Canada.

We seek a professional administrative staff member with strong communication skills, a penchant for customer service, and business savvy. Help coordinate office functions, write important communications, track contract terms and documents, support website content development, manage files, and coordinate administrative functions and projects. We seek a talented individual, preferably with experience in the Information Technology sector, who can deliver excellent administrative support (filing, letter writing, contract management, coordinate meetings/events, and other logistics).

Description of Responsibilities

ADMINISTRATIVE SUPPORT

- Develop and execute administrative plans for events, filing, and other business processes.
- Maintain legal documents – intellectual property agreements, confidentiality agreements, patent trademark and other case files, client purchase orders, partner agreements, and other contracts.
- Produce written materials – correspondence, news releases, work plans, status reports, emails, memos, articles, and web content.
- Edit and proofread written materials – proposals, project documents, reports, manuals, procedures, and marketing materials.
- Oversee overall functioning of office – purchase office supplies and food, process bank deposits, handle mail, maintain kitchen and conference room, and assist employees as needed.
- Special events coordination – company events, birthdays, etc.
- Coordinate trade shows, seminars, demonstrations.
- Point of contact for various suppliers, partners.

PROPOWER CUSTOMER SERVICE & RECRUITING

- Maintain position plans; post positions and coordinate with sponsors, recruiting, and job sites.
- Contact candidates, set up interviews, prepare tests.
- Managing candidate files, including interview and assessment results, and reference checks.
- Coordinate hiring process.
- Develop avenues for job postings, such as networking and social media.

Specific roles and responsibilities will vary with assignments on projects and within AJB business processes.

Executive Secretary (continued)

Job Description

Qualifications

- Excellent communication, grammar, proofreading, and writing skills
- Must be able to maintain the strictest confidentiality
- Possess strong organizational skills, be detail-oriented with strong analytical talents, consistently accurate, and deadline oriented
- Must be able to interact effectively with all levels of the company and outside professionals
- Knowledge of web page development tools and HTML
- Advanced MS Office Tools experience: Project, Visio, and PowerPoint
- Minimum 4+ years experience as an administrative professional and/or Bachelor's Degree in Business or related field

Benefits (Compensation)

- Commensurate with experience
- Ongoing opportunities for professional development provided