

Peterson Farms Job Description Summary

Job Title: Executive Assistant

Status: Full-Time

Reports To: CEO

Required Work Hours/Days: 8:00 am to 5:00 pm; Monday through Friday

Provide high-level administrative support by handling information requests, performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Executive Assistant Duties and Responsibilities:

- Greet guests, answer phones, direct calls, and provide basic company information
- Perform clerical duties, sort mail, maintain and organize physical and digital documents, photocopy, fax, collate, etc., as needed.
- Arrange travel, accommodation, itineraries, and all correspondence related to arrangements as needed
- Plans/organizes and implements events such as meetings, daily employee lunch orders, business luncheons, client dinners, employee team building activities, and special projects
- Manages executive schedule and acts as liaison for executive team
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Handles confidential information
- Prepares information and research for executive needs
- Landlord Liaison - includes preparation of leases, timeline management, and communication between landlords, executive team, and accounting
- Coordinate device management for staff issued phones and tablets
- Assist Human Resources with general functions

Executive Assistant Skills:

- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Able to organize and manage large amounts of files, tasks, schedules, and information
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Comfortable in both a leadership and team-player role
- Answers phone inquiries, directs calls for executive team
- Able to perform all clerical duties, maintaining files and confidential information, organizing documents as needed
- Experience with leases, contracts and legal documents is a plus.

Executive Assistant Requirements and Qualifications

- Three to five years' prior experience in mid- to senior-level administration, legal office, business, management, or related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Able to concentrate on multiple problems/tasks at once
- Excellent time management and prioritization skills
- Valid driver's license and safe driving record required