

## Executive Administrative Assistant

Position Title Executive Admin. Assistant	Reports to Title President & CEO	Approved by CEO	
Division LBiSat LLC	Department Administrative	Location Eagle Mountain, UT	
Part time position (25 to 30 hours).	<b>**Please send resumes and questions to Rusty Layton (rusty@lbsat.com)</b>		
Potential to become full time with benefits.	\$25 Hourly Rate		

### Description Summary

<p><b>Position Duties</b></p> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>● Establish and implement recruiting, screening and interviewing, reference checking, offer letter and hiring practices in accordance with policies requirements.</li> <li>● Collect and examine detailed information about job duties in order to prepare job descriptions explaining the duties, training and skills that each job requires.</li> <li>● Assist with managing HR services through our PEO company.</li> </ul> <p><b>Travel</b></p> <ul style="list-style-type: none"> <li>● Research rates, flights, availability, and coordinate travel arrangements.</li> <li>● Handle guest arrangements and organize food including: luncheons and dinners.</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>● Answer telephone, route and screen calls, greet guests and visitors, respond to inquiries from the public &amp; provide information about the company.</li> <li>● Coordinate mail into and out of the office</li> <li>● Contribute to the security of the company by helping to monitor the access of visitors including providing ID cards and arranging for escorts to take visitors around the office.</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>● Take, type and prepare meeting minutes for weekly ELT meetings.</li> <li>● Prepare meeting minutes for the more robust quarterly ELT meetings.</li> <li>● Prepare meeting minutes and agendas for other meetings.</li> </ul> <p><b>General Office</b></p> <ul style="list-style-type: none"> <li>● Perform a variety of office duties including: updating appointment calendars, assisting with document processing, spreadsheet projects, and maintaining company files.</li> <li>● Maintain and order office and cleaning supplies as needed or requested.</li> <li>● Research products, present ideas, and order products for marketing and promotional materials.</li> <li>● Research, present, and establish an employee anniversary recognition program.</li> <li>● Research, present, and establish an employee birthday recognition program.</li> </ul>
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**Executive Assistant**

- Assist President and CEO with duties as assigned including typing notes, filing, screening phone calls.
- Store, retrieve, and integrate information for dissemination to staff and clients from upper management.
- Create spreadsheets, compose correspondence, manage databases, create presentations, statistical reports and documents.
- Assist Sales and Accounting with organizational tasks and requests.

**Unique Knowledge and Skills****Required**

- Associates' Degree in a related field.
- Experience working as an Administrative or Office Assistant.
- Work in our office at least four days a week.
- Experience working with, designing and implementing policies and procedures.
- Ability to work with individuals as well as commitment to organization goals.
- Excellent ability to be versatile and adaptable and able to work on tasks simultaneously.
- Ability to convey ideas and policies in an understandable manner.
- Strong spelling, punctuation, grammar and oral communication.
- Able to cope with conflicting points of view, function under pressure, and demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality.
- Extensive computer skills including experience with Google Workspace, Microsoft Office, and CRMs.
- Ability to make a good first impression and make guests feel welcome.

**Preferred**

- Bachelors Degree in a related field.
- Basic accounting background and accounting software experience.