



EXECUTIVE ASSISTANT JOB POSTING

DRAFT: 8/26/17

Overview

Are you eager to use your highly-polished administrative and interpersonal skills to support a CEO and executive team striving to take a growing company to the next level of success? Are you expert in getting things done quickly and efficiently while demonstrating a “special touch” with people and projects that supports a friendly, high-energy culture?

If so, we’d love to talk!

About the Job

Based in our Flower Mound headquarters, this newly-created role is primarily responsible for supporting the administrative, travel-related, and project-based needs of our CEO – with additional duties supporting the executive team and managing the headquarters office.

The most important qualities, skills, and behaviors of the Executive Assistant are:

- Having the ability to support the CEO’s fast-paced, dynamic, interactive, and collaborative style
- Having the interest, curiosity, and background to learn and understand our business and support its evolving needs
- Understanding the context, sensitivity, and urgency of all customer and employee contacts
- Serving as a “role model” and guide for a “young” growing organization on how to be effective and get things done “the right way” while maintaining a “personal touch”

Key Responsibilities

Reporting to the CEO, the key duties of the role include:

- Directly support the CEO’s administrative needs, including:
 - Handling travel, managing calendars, organizing meetings, etc.
 - Reviewing and editing correspondence and presentations, including e-mails, letters, and Power Point presentations
 - Taking meeting notes and provide summary reports and analysis, as needed
 - Assisting in preparation of reports and required materials for Board meetings

- Responding to customers, vendors, Board members, and employees, as appropriate, on the CEO's behalf
- Serving as “office manager,” handling a wide variety of situations involving administrative functions of the headquarters office – from managing copier leases to optimizing office supply ordering
- Organizing employee- and customer-related social events -- including managing the holiday party, raffling company seats to sporting events, etc.

Note: This position may require working extended hours, including being available to CEO by at night and on weekends, as necessary.

Key Competencies

- Outstanding written communication skills – including impeccable grammar, proof-reading, and editing skills
- Polished interpersonal and verbal communication skills – including natural skill in interacting comfortably with all levels of customers, vendors, and employees
- Critical thinking – ability to identify, understand, and address the needs of complex business and interpersonal situations
- Prioritization and judgment – ability to prioritize and make sound, independent decisions in changing or ambiguous circumstances
- Proactivity – ability to anticipate what should happen next and be proactive in planning
- Multi-tasking – ability to juggle multiple projects, tasks, and needs
- Discretion – ability to handle confidential and sensitive legal, financial, and personal-related matters
- Accuracy – outstanding attention to detail, thoroughness, and follow-through on projects and daily tasks
- Expert knowledge of MS Office applications

Characteristics

- High-energy; positivity; optimism; can-do spirit
- Impeccable integrity, confidentiality, and professionalism
- Warmth; people-oriented; able to build rapport, trust, and credibility
- Flexible; able to work easily with range of personalities and styles
- Depth – able to gain an in-depth understanding of the company and its strategies, culture, values, and plans

Requirements

- Bachelor's degree
- 10+ experience supporting key executives in a variety of businesses, including 5+ years directly supporting CEO/President
- Experience in private equity-owned businesses is a plus

What We Offer

- Competitive salary
- Excellent benefits – including medical, dental, vision, life insurance, and short- and long-term disability
- 401k with immediate vesting and generous company match
- Paid holidays
- 3 weeks' PTO annually
- Upbeat, casual work environment with supportive, friendly colleagues

About Our Company

Signature Systems Group is the global leader in high-performance composite matting and specialty flooring systems. We cover the world, providing our products globally in settings ranging from stadium flooring for international sporting events and industrial matting for construction and oil drilling sites, to red carpets for the award shows in Hollywood.

Established in 1999, we are headquartered in Flower Mound, TX, with additional manufacturing, sales, and distributional facilities in Orlando, FL; Santa Fe Springs, CA; Darlington, UK; and other locations throughout the U.S.

Find out more about our history, products, and the markets we serve at:

www.signaturecorp.com .