



## **Executive Assistant**

Job Type: Full-time

The Pettinaro Company is seeking an extremely organized, energetic, detail-oriented individual to join our team as the Executive Assistant to the CEO, COO, and CFO. Candidate must be driven, experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. This position requires an individual who has a warm personality, trustworthy, is proactive, dedicated, reliable, and understands the need for confidentiality.

## **Responsibilities**

- Provide day-to-day support to the Executive Team
- Handle incoming and outgoing communications, including hard-copy, electronic and telephonic on behalf of Executive team.
- Handle and maintain confidential information, materials and documents.
- Prioritize incoming requests in a professional, proactive manner.
- Proactively Manage CEO's, and COO's calendars
- Collect reports from various departments for CFO and COO.
- Coordinate scheduling requests for meetings.
- Assists in tracking expenses for various items in office.
- Coordinate and arrange travel to include flights and hotel.
- Create and modify documents and presentations using Microsoft Office Suite.
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Maintaining office supplies and equipment

## **Qualifications**

- Minimum of five years' experience as an executive assistant
- Professional demeanor and presentation
- Work with a high degree of autonomy and responsibility
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills
- Strong expertise in MS Office programs
- Excellent time management and organization skills
- Detail Oriented
- Comfortable learning and maintaining several online platforms

Competitive compensation package includes, health insurance, 401k with matching contributions, Vacation and PTO.

All candidates must be able to pass a background check and drug screen.

Salary will be commensurate with experience.

**\*We are an equal opportunity employer with preference given to Veterans.\***