



Executive Assistant and Administrator

Job Overview

The Executive Administrator provides primary support to the President, secondary support to Finance and Human Resources, and also provides general office support.

Essential Functions and Responsibilities

- Provide hospitality to all guests and help to create a welcoming environment.
- Serve as the primary point of contact for internal and external communication with the President.
- Schedule meetings and correspond on behalf of the President as needed.
- Draft agendas, help prepare for meetings, and take notes as needed.
- Create and prepare presentations, reports, special projects, and other documents.
- Process agreements and contracts for signature as needed.
- Handles corporate filings.
- Makes travel arrangements and helps to complete expense reports.
- Order office materials and supplies.
- Enter account payables in QuickBooks as needed.
- Assist with bi-weekly payroll preparation in time and attendance system.
- Process and distribute mail.
- Provide event management support as requested.
- Provide bookkeeping assistance as needed.
- Notarize documents. (If not already a Notary Public, then become one).
- Maintain a high level of integrity and discretion in handling confidential information.
- Provide general administrative support.

Reports To

The position will report to the President.

Qualifications

- Proven experience in a high-level administrative support role.
- Excellent computer skills, including proficiency with MS Office Suite (Word, Excel, PowerPoint, and Outlook) and QuickBooks Desktop.
- Comfortable navigating through cloud-based applications and online portals.
- Certified Notary Public.



- Strong verbal, written, and interpersonal communication skills.
- Strong organizational skills.
- Must be self-motivated and a great team worker.
- Ability to meet deadlines in a fast-paced environment.

Physical Requirements

- Hearing and vision within normal ranges, with or without corrective lenses or an assisted hearing device.
- Sitting for extended periods is common.

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