



Hi-Lite is looking for a hard-working, self-motivated, and dedicated individual to take on the challenge as an executive assistant to the CEO of a fast paced, international company.

**Hi-Lite provides excellent compensation, benefits, medical/dental insurance, 401(k), and supplemental insurance offerings after 90 days and upward career potential with a professional and dynamic team.**

Hi-Lite Airfield Services is a **Global Leader** in airfield maintenance and compliance that is rapidly expanding, and offers its employees opportunities for growth and career development.

### **Summary/Objective**

The CEO is looking for a new Executive Assistant. It is an opportunity to learn from the CEO, as he manages a successful international business, working on airfields around the world. There is an opportunity to travel with the CEO on business trips. The executive assistant provides high-level administrative support to the executive staff by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives. Conserves executive's time and promotes the corporate image by representing the executive staff internally and externally; providing liaison between the executive staff and employees. Executive Assistant experience is not necessary; just a desire learn. There are growth opportunities as positions open within the company.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Time Management
  1. Represents the executive staff by welcoming visitors, reviewing correspondence; arranging company dinners and other corporate functions; answering questions and meeting requests directed to the executive.
  2. Helps key executives make consistent decisions by advising them of historical precedents; serving as liaison between them and the executive staff.
  3. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
  4. Arranges and coordinates Department heads and C-Level Executives for Corporate Strategy planning and other significant organizational planning.

- Marketing Functions
  1. Actively participates in developing and implementing company's strategy and business plan.
  2. Improves quality results by studying, evaluating, and re-designing processes; implementing changes.
  3. Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
  4. Administers Surveys both Internally and Externally.
  5. Works with Salesforce in order to receive reports for the executive staff.
  
- Administration
  1. Manages the Company Dashboard
  2. Responsible for maintaining collective projects pursuant of the company's future goals.
  3. Promotes company culture through participation in internal newsletters.
  4. Arranges corporate travel and meetings by developing itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations.
  5. Record, organize, and disseminate notes from meetings to effectively promote action items.

**Travel**

Travel is required

**Required Education and Experience**

1. Bachelor's degree required

**Preferred Education and Experience**

1. Bachelor's degree in Business or related field

**Work Authorization/Security Clearance**

Passport is required

**AAP/EEO Statement:**

Hi-Lite is an EEO Company. It is the policy of Hi-Lite to prohibit discrimination and harassment of any type and to afford EEO to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Hi-Lite complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Hi-Lite's EEO policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of

activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.