

Executive Administrative Assistant

Sonetics provides team communication solutions for enhancing the productivity, safety, and effectiveness of work teams in aviation, firefighting, public works, marine, construction, and industrial operations. Our communication systems, which include both headsets and radio interfaces, ensure all team members can hear and be heard, even in the most challenging environments. Sonetics pioneered the development of hands-free wireless headsets, which allow team members to stay in continuous contact without being tethered to an intercom or belt pack. All systems are backed with our exclusive ComCare Service Program, which provides up to five years of extended protection and expedited customer care -- the longest in the industry.

Twice named by Inc. magazine as one of America's 500 fastest-growing private companies, Sonetics, together with its Firecom and Flightcom divisions, helps more than 500,000 customers in 90 countries solve their toughest communication problems. www.soneticscorp.com.

We are currently looking to hire an Executive Administrative Assistant. As a key member of our team, this individual will provide, coordinate and oversee office administrative and executive duties in support of the COO, Management Team and organization in general; prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner; review and summarize miscellaneous reports and documents, prepare background documents and outgoing mail as necessary; arrange travel schedule and reservations as well as expense reimbursement for management; fill in for other support roles and coordinate projects with Sales, Marketing, Service and Finance as needed.

In addition to the foregoing, the successful candidate will have the ability to:

1. Coordinate various office activities and schedules; develop and recommend office procedures and systems and ensure smooth operations.
2. Attend leadership, executive and strategic meetings and take and prepare meeting notes. Follow up on action items and plans.
3. Review and summarize a variety of reports and documents.
4. Research and analyze projects for COO and Management Team and prepare first draft reports.
5. Manage and maintain COO and management team schedules
6. Prepare reports, memos, letters, presentations and other documents, in Word, Excel, CRM databases, and Power Point
7. Arrange travel schedule and reservations for management as needed.
8. Coordinate special projects as needed to support sales, marketing and other functions
9. Provide miscellaneous administrative support to Finance, Marketing, Service, and Sales Departments
10. Other duties or tasks may be assigned on an as-needed basis

Required Skills, Experience, Education

- Associates degree in business or a related field
- 6 years of office administrative or executive assistant experience, preferably in a high technology field
- Experience providing support at the executive level preferred
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Experience using CRM
- Able to operate well in a fast paced environment, while remaining flexible, proactive, resourceful and efficient
- Ability to work independently with little or no supervision.
- High level of organization, flexibility and attention to detail.
- Responds well to shifting priorities.
- Superior written and verbal communication skills required

To be considered for this position, please submit your resume to signe.geneser@soneticscorp.com