



NORTH MECHANICAL

CONTRACTING & SERVICE



Job Summary:

We are seeking a highly organized and proactive Executive Assistant to provide on-site support. The ideal candidate will excel at effectively managing multiple priorities, have excellent communication skills and an upbeat attitude. This role requires someone who can think critically and offer solutions to problems with a high level of professionalism and confidentiality.

Key Responsibilities:

- **Executive Support:**
 - Oversee Executive calendars, including scheduling meetings, appointments, and travel arrangements.
 - Manage Executive inbox, flagging important priorities, file completed tasks and delete spam.
 - Prepare and edit correspondence, communications, presentations, expense reports and other documents.
 - Coordinate logistics for meetings, including room bookings, catering, preparing agendas, taking minutes, and following up on action items.
 - Draft, review, and send communications on behalf of Executives.
 - Generate reports and gather data as needed.
 - Serve as a liaison between Executives and internal/external stakeholders.
 - Facilitate smooth communication between the Executive team and internal departments, ensuring timely and efficient information flow.
 - Populate and maintain the Executive EOS Scorecard.
 - Screen and direct phone calls and distribute correspondence.

- **Administrative Tasks:**
 - Welcome visitors and triage their needs.
 - Manage office tasks such as ordering supplies, ensuring restrooms and kitchens are fully stocked, wiped down nightly and garbage is emptied as needed.
 - Manage the onboarding of new hires.
 - Coordinate the ordering and distribution of company uniforms.
 - Assist in organizing office and company events, meetings, and conferences.
 - Schedule Appointments for Client Badging.
 - Handle miscellaneous tasks, such as managing mobile devices, acting as the primary IT/Resultant contact, and coordinating orders for corporate apparel and client gifts.
 - Assist with special projects as needed, providing administrative support to other departments when required.



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Qualifications:

- **Education:**
 - Bachelor's degree in Business Administration, Communications, or a related field preferred.
- **Experience:**
 - 3-5 years of experience as an Administrative or Executive Assistant or similar role.
 - Experience in a Corporate environment supporting C-level Executives is highly desirable.
 - Experience with the Entrepreneurial Operating System (EOS) or similar frameworks is a plus.
- **Skills:**
 - Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, To Do).
 - Intermediate proficiency of full Microsoft Teams capability.
 - Excellent written and verbal communication skills.
 - Strong organizational and time management skills with the ability to prioritize tasks effectively.
 - High degree of professionalism and ability to maintain confidentiality.
 - Ability to work independently with minimal supervision and as part of a team.
 - Familiarity with metrics tracking and scorecard maintenance.
- **Personal Attributes:**
 - **Attention to Detail:** Meticulous and precise, ensuring all tasks are completed accurately.
 - **Problem-Solving:** Resourceful and proactive in finding solutions to challenges.
 - **Adaptability:** Able to manage changing priorities in a fast-paced environment.
 - **Interpersonal Skills:** Positive and approachable with a professional demeanor.
 - **Discretion:** Must have the ability to handle and guard sensitive data.
- **Benefits:**
 - Competitive salary and performance-based bonuses.
 - Health, dental, and vision insurance.
 - Retirement savings plan with company match.
 - Paid time off and holidays.
 - Opportunities for professional development and career growth.

Please note: Candidate must be comfortable in navigating a flight of stairs several times throughout the day and the ability to lift up to 10-20lbs.

Application Instructions:

To apply, please submit your resume and a cover letter outlining your qualifications and interest in the role to careers@northmechanical.com. We look forward to hearing from you!

North Mechanical is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.