



Job Posting: Senior Executive Assistant

Job Posted: 01/31/19

We are seeking a **Senior Executive Assistant** with experience reporting directly to senior management, and providing high-quality administrative and clerical assistance across the organization. Westwood offers a collaborative people-focused environment, competitive pay and benefits, and stable employment for our team members. This full-time position will be located at our company headquarters in Fort Worth, TX.

GENERAL DUTIES & RESPONSIBILITIES

The Senior Executive Assistant will play an essential role in the coordination of company-wide initiatives, as well as assisting the CEO with business, civic, and personal dealings, while maintaining a friendly professional demeanor. The Senior Executive Assistant will be exposed to sensitive information and must be able to maintain strict confidentiality. The Senior Executive Assistant will be responsible for performing office and administrative duties while assisting the executive management team as needed. The Senior Executive Assistant will be required to screen calls, manage calendars, and make arrangements for travel, meetings, and events across the organization. Other responsibilities will consist of running errands, ordering supplies, managing incoming mail, and working closely with all employees.

KEY QUALIFICATIONS REQUIRED

Key skill requirements include the ability to be proactive, meet deadlines, adapt to change in work assignments and priorities. A successful candidate must be proficient in computer software programs such as Microsoft Office applications, have strong typing skills, and excellent written and verbal communication. Excellent organizational abilities, while being a motivated self-starter who approaches each assignment with a sense of urgency, is also required.

Applicants must have a college degree. Professional experience must include 5+ years of prior secretarial/office experience. Prior experience assisting senior management is preferred.

SUBMIT YOUR RESUME TODAY!

If this is you and you would like to join a dynamic and growing team of professionals building facilities for some of the most well-known brand names in America, please send your resume to:

Westwood Contractors, Inc.

ATTN: Marena McCorbin, Human Resources Administrator

marena.mccorbin@westwoodcontractors.com