



Executive Assistant Job Description

ILF Transportation is looking to hire an Executive Assistant to support the President/CEO. This position is responsible for performing a variety of complex administrative duties for the CEO. This individual will work on projects involving concentration, initiative, tact, and must exercise utmost discretion and confidentiality in all assignments. The Executive Assistant must be a leader with proven experience in building collaborative relationships among his/her superiors, peers and subordinates. The successful candidate is a self-starter and able to understand the business priorities and work with little supervision. This position is newly created and the successful candidate will define the role while embracing ILF Transportation culture. The candidate must have strong achievement drive, with an impeccable work ethic, able to provide full support for the CEO and enable her to maximize her productivity and time. The candidate must also have experience in operating within the executive's office while covering responsibilities in that area.

Job Responsibilities:

- Meets negotiated deadlines, demonstrating initiative and independence in completing tasks. Frequently meets and anticipates needs; consistently recognizes ways to offer additional support, completing tasks to satisfaction.
- Encourages team cooperation and fosters the development of trust. Actively facilitates and supports team decisions. Goes beyond responsibilities to help teams accomplish tasks and goals.
- Manages administrative document preparation, file maintenance and storage with accuracy and in a timely manner. Utilizes expert administrative skills to create quality documentation and office systems; acts independently, with minimal supervision.
- Consistently produces work without errors.
- Demonstrates proficiency in preparing meeting materials such as PowerPoint presentations, meeting binders, agendas, minutes, making reservations, planning dietary needs, scheduling travel arrangements, communicating essential information to participants, etc.
- Operates computer and other office equipment in preparation, editing, and distribution of various administrative documents and correspondence. Exhibits high degree of computer knowledge and word processing skills to creatively, accurately and efficiently produce various documents.
- Uses good judgment in setting work priorities, planning and organizing workload in the midst of many interruptions. Demonstrates ability to work with deadlines and handles emergent situations calmly.

*ILF Transportation utilizes a driver screening program. ILF Transportation is an equal opportunity employer.
All positions will be cross-training in all areas of ILF Transportation.*



- Acts as a confidential assistant, preserving the confidentiality of information related to the organization and staff. Assists with confidential and/or sensitive matters; provides explanation and support where needed.
- Manages and maintains calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex meetings and travel. Able to manage calendars across various ILF Transportation offices and time zones.
- Positively represents the Finance team and Company to internal and external contacts, including company executives, potential business partners, vendors, and dignitaries.
- Communicates with internal and external customers to take instructions, obtain information and prepare reports.
- Demonstrates poise and flexibility in a fast-paced and dynamic environment. Able to prioritize and manage multiple projects simultaneously, and follows through on issues in a timely manner.
- Provide administrative support when possible to Finance Leadership team.

Qualifications:

- Excellent reading and writing skills
- Capable of drafting reports
- Scheduling
- Microsoft Office
- Organization
- Time management
- Presentation skills
- Equipment maintenance
- Travel
- Logistics
- Verbal communication

*ILF Transportation utilizes a driver screening program. ILF Transportation is an equal opportunity employer.
All positions will be cross-training in all areas of ILF Transportation.*