



Executive Assistant Job Description

ILF Transportation is looking for an Executive Assistant to support the President/CEO. This role involves managing complex administrative tasks while maintaining confidentiality and discretion. The ideal candidate is a self-starter with strong leadership skills and the ability to foster collaborative relationships. Experience in an executive office is essential.

Key Responsibilities:

- Meet deadlines independently and proactively assess needs for additional support.
- Promote teamwork and facilitate decision-making to achieve goals.
- Prepare and maintain administrative documents with high accuracy.
- Prepare meeting materials, manage travel arrangements, and handle communications.
- Operate office equipment and produce documents efficiently.
- Prioritize workloads amidst interruptions and manage deadlines calmly.
- Safeguard confidential information and assist with sensitive matters.
- Coordinate complex meetings and travel arrangements across various locations.
- Represent the Finance team positively to internal and external contacts.
- Communicate effectively and prepare reports as needed.
- Manage multiple projects in a fast-paced environment.

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.

INSPIRING LIVES FOREVER LLC.

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