

EXECUTIVE ASSISTANT

Title | Executive Assistant
Class | Regular, Full-Time
Reports to | Director of Finance and Human Resources

GENERAL DESCRIPTION

The Executive Assistant will support the management team with daily activities including book keeping, managing and maintaining company files and records, the CEO's calendar and arrangements and other administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

- ▶ *Accounting Assistant duties*
- ▶ *Make follow up calls to customers on receivables list*
- ▶ *Maintain credit card purchase list for office card and tech cards. Check credit card purchase list for all other cards and submit to accountant*
- ▶ *Assist with Jobs in Process schedule each quarter*
- ▶ *Be the primary person responsible for submitting SPIFFS for sales people*
- ▶ *Fill out dealer applications*
- ▶ *Go to post office*
- ▶ *Assist with vendor bill entry*

DUTIES TO SUPPORT CEO

- ▶ *Oversee and manage his calendar*
- ▶ *Help him update ConnectWise with information on people with whom he interacts*
- ▶ *Produce and distribute correspondence memos, letters, faxes and forms for CEO*
- ▶ *Develop and maintain a filing system*
- ▶ *Book his travel arrangements*
- ▶ *Get paperwork signed by others for him, or for him by others*
- ▶ *Assist in the preparation of regularly scheduled reports*

GENERAL OFFICE ASSISTANT DUTIES

- ▶ *Answer and direct phone calls for entire office*
- ▶ *Provide general support to visitors*
- ▶ *Maintains supply levels for office supplies*
- ▶ *Orders expendables for kitchen (coffee, snacks, etc.)*

Professional Development

- ▶ *Actively participate in applicable company-sponsored training activities.*



phone: 229.378.8866 | fax: 229.233.8262
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7 Midway Road, Thomasville, GA 31757

S&L Integrated

AUDIO VIDEO LIGHTING

QUALIFICATIONS

Education

- ▶ Bachelor's degree in Finance, Human Resources, Management, or related field preferred.

Computer Skills

- ▶ Uses Microsoft Word, Excel, Outlook and PowerPoint effectively

Certificates, Licenses, Registrations

- ▶ Valid driver's license and proof of insurance

Other Skills & Abilities

- ▶ Can work independently or as part of a team
- ▶ Good with details
- ▶ Self-motivated and demonstrated ability to work in a fast moving environment
- ▶ Good verbal and written English

Experience

- ▶ 1 year as an executive assistant
- ▶ Customer service or general office experience

Valued Qualifications (not required)

- ▶ Working knowledge of and experience with ConnectWise PSA

If you believe you are a match, then email us the information below. We are hiring immediately.

APPLY NOW: Please email the following to hr@slintegrated.com. Make the subject line of your email: Let me show you how I can contribute as an EA.

- ▶ Write me an email that introduces yourself.
- ▶ Explain the three attributes of your dream career.
- ▶ Confirm your compensation requirements (Yes, this is a legal question and your answer is kept confidential.)
- ▶ Copy of your resume

Do NOT respond if you do not meet the minimum requirements above. We thank you in advance for your understanding and look forward to hearing from you!

DRUG AND ALCOHOL POLICY

In accordance with Georgia laws, S&L Integrated Systems maintains a drug-free workplace. It is our policy to maintain an environment that is free from controlled substances and/or the presence and use of alcohol. The Company has a Substance Abuse Policy that defines our stance on the sale, purchase or use of illegal drugs and alcohol. This policy includes our procedure for testing and remedial action if an employee is found to be in violation of the policy. The Substance Abuse Policy applies to employees, applicants, independent contractors, visitors and vendors. All employees are required to sign a separate statement acknowledging their understanding of this policy and consent for testing prior to employment.



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