

# Executive Assistant

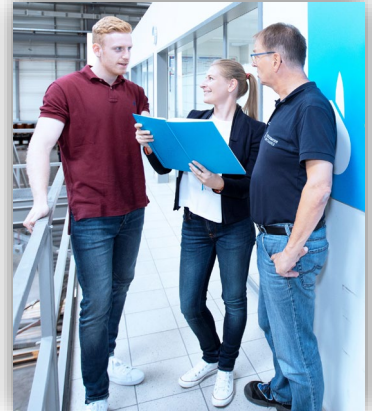
 **Department:** Executive     **Reports to:** President & CEO     **Employment Type:** Exempt

## About the position:

The Executive Assistant provides a wide range of administrative support to the President and CEO and to the Chief of Staff (Executives). This role is forward-facing and interactive with all levels of the organization.

## About us:

As a specialist within the STOCKMEIER Group, an organization rich in tradition, we have been developing and producing polyurethane systems such as coatings, adhesives, sealants and elastomers for a wide variety of industrial and sports applications since 1991. To this day, we have been family-owned and operated, providing us with a solid base for the considerable growth we have experienced in the past two decades. With production and research facilities located in Germany, France, Dubai, the United States and the United Kingdom, we employ over 200 employees, manufacture and develop over 1,500 products, and serve over 5,000 customers globally.



## Responsibilities

- Plans and coordinates logistics and arrangements for on-site/off-site events including internal and external meetings, group trainings, and the like
- Efficiently and pro-actively manages calendars of the Executives including scheduling appointments, communication, logistics, and accommodations, and keeping all parties abreast of any changes
- Liaises between Executives and corporate leadership both domestically and internationally to keep information flow and decision-making processes moving forward. Accumulates questions and decision points from leadership to discuss with Executives then provide feedback to leadership especially during Executive travel
- Ensures timely maintenance of corporate goal tracking by interacting with leadership/goal owners
- Drafts and submits Executives' expense reports to accounting, processes invoices related to areas of responsibility
- Prepares reports using shared and individually tracked data
- Manages the schedule and internal documentation of the corporate aircraft in conjunction with the Director, Flight Operations; makes travel arrangements
- Manages the Housekeeping staff, including related budget and inventory, performance management both formal and day-to-day, and scheduling in collaboration with the Lead Housekeeping Attendant
- Performs general office duties including answering Executive phones, greeting visitors, incoming/outgoing mail, organization of supply room either personally or utilizing housekeeping staff
- Creates and maintains filing systems, both electronic and physical
- Leads and lives corporate core values
- Proactively understands and follows company Management System objectives and procedures relevant to job function (ISO and Responsible Care) including completion of related training initially and ongoing
- Complete other duties as assigned

## Qualifications and Skills

- B.S. Degree in Business related field preferred; high school diploma or GED required
- Prior Executive/Administrative Assistance experience strongly preferred
- Experience in a manufacturing environment a plus
- Ability to work both independently and in collaboration with employees and external parties in a professional, courteous manner
- Proficient computer skills including Word, PowerPoint, Excel, Outlook, Adobe, InDesign with ability to learn new software
- Well-organized, dependable, detail-oriented with excellent follow-up, problem-solving skills
- Must possess excellent verbal and written communication skills
- Ability to adapt quickly to changes in priorities
- Strong customer service skills and high degree of confidentiality

### Disclaimer:

The above statements are intended to describe the general nature and level, or work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Have we sparked your interest? Then we look forward to your application. Send resume and cover letter to:



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