

Job Description

Title: Executive Administrator

Cost Ctr: 901-000

Work Location: Addison, TX

Position Status: ☒ Full-time ☐ Part-time

Division & Department: Corporate Services

Position Reports to: CEO.

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Executive Administrator will rely on knowledge of and experience with a wide variety of general and operating administrative duties carrying out specific tasks to leverage Key Executives of the company being the CEO, CSMO, and CFO. This job requires a high level of communication skills, organization, time management, confidentiality, customer service, basic business operations, and the ability to act intuitively to prioritize tasks.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions of this position are listed below, and although not exhaustive, are descriptive of the basic responsibilities expected for minimal satisfaction of job performance. Additional functions and duties may be assumed or assigned from time to time in furtherance of the requirements of the position while relaying on the same perquisite skills and experience listed.

- Support the Key Executives with general and administrative duties from time to time including setting internal and external meetings, domestic and international travel arrangements, and VISA requirements, required conference participation, and preparing expense reports.
- Arrange local accommodations and meetings for international or domestic traveling guests and groups of dignitaries being conscience of cultural customs and practices necessary.
- Conduct complex, important work under minimal supervision and with wide latitude for independent judgement.
- Carry out business tasks including the organization of monthly operations review update inputs, summaries of forecasted sales on key accounts, related financial performance, and providing updates on customer activity as needed for communication to the CEO and Board of Directors.

Job Description

- Assist Key Executives with the definition, creation, and administration of new personnel requirements by interfacing directly with human resources. This includes assisting to prepare job descriptions and requirements and scheduling interviews for candidates with the Key Executives.
- Assist Key Executives with administrative duties for management of direct reports including the planning, creation, delivery, and communication of various required human resource actions and assisting to create, monitor, and update key annual incentive plan definition and outcomes accordingly.

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

BASE REQUIREMENTS (necessary to qualify)

- Intermediate capabilities in all of the following:
 - Microsoft Word, Excel, Outlook, and PowerPoint
- Experience administrating international travel planning and associated requirements
- Requires capability to analyze detailed information and make recommendations to Key Executives for process changes and improvements in administrative procedures and policies.
- Ability to research, summarize, and report on general information requested from public or purchased sources.
- Outstanding written and verbal communication skills.
- Ability to interface directly or through other administrators with board of directors on behalf of Key Executives for meeting planning and providing reports as needed.
- Ability to effectively communicate with company senior management across different lines of business and in multiple, global locations including Europe, Africa, Middle East, and South America,
- Highly organized, reliable, flexible, and diplomatic
- Ability to strictly maintain confidential information including documents and accounts of conversations
- Ability to intuitively understand basic corporate functions such as familiarity with purchase orders, invoices, and general transactions created in a business process.
- Ability to travel to off-site for meetings or to make local purchases on behalf of Key Executives.

Job Description

PREFERRED REQUIREMENTS (Not necessary to qualify but candidates meeting one or more of these requirements will receive preferential consideration)

- B.S., B.A., or equivalent undergraduate degree
- Previous experience with visa applications, letters of invitation, and other specific international travel planning.
- Recent experience working virtually/remotely supporting one or more executives.
- Advanced capabilities in Microsoft Word and Excel.
- Previous experience with Microsoft TEAMS and/or SharePoint.
- Advanced capabilities with Zoom, TEAMS, or other virtual video platforms.
- Previous experience with SAP, Concur or similar SaaS based expense reporting system
- Previous experience working with finance department and basic understanding of financial principles (Revenue, Margins, etc.)
- Multilingual capability in English and any one of the following - Spanish, French, or German.
- Previous experience administrating human resource responsibilities on behalf of executives including employee coaching or tracking bonus plan achievements.

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental contacts and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

Covid-19 Special Statement about Job Requirements: Many employees, including one or more of the Key Executives to be supported in this role are now working remotely for the majority of time due to the conditions caused by the COVID-19 pandemic. This position is stated to require day-to-day location to be at the company's headquarters in Addison, Texas. However, during the initial phase of this job and possibly continuing into the future until further notice, this position may require to also work remotely to fulfill the job requirements stated above.

Job Description

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.