



## **EXECUTIVE ASSISTANT**

### **A little bit about Diamond C:**

Founded in 1985 by Kim and Mike Crabb, Diamond C has grown from a small, local manufacturer to a strong company with 800+ team-members. Today, Diamond C is still a family-owned and operated company in Mt. Pleasant, TX. Diamond C continues to produce innovative, feature-rich custom trailers while promoting the well-being and success of its team members, customers, and community abroad.

### **About the Position:**

At Diamond C, the Executive Assistant will provide high-level administrative support to the CEO, plus some key support functions to other C-Suite members. This position will report directly to the CEO. The Executive Assistant provides executive support in a one-on-one and team working relationship. The executive assistant also serves as a liaison to senior management teams; organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual for this role will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain realistic balance among multiple priorities. Will provide and lead support to both internal and external parties with a high level of professionalism and in a manner that reflects positively on the CEO's office and the rest of the organization.

### **Responsibilities:**

- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company
- Sustain a daily calendar of meetings and events for the CEO and an executive team calendar for team meetings and events.
- Manage the CEO's calendar to support optimized time and energy management for maximum effectiveness, efficiency, and value creation.
- Keep direct reports apprised of scheduling and availability to best honor their time.
- Compile information and prepare Google documents, Sheets, and Slides for presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives. Prepare expense reports as necessary.

- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Must demonstrate excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- Draft and prepare correspondence for internal announcements, board meetings and organizations that the CEO is involved with.
- Be responsive to emails/texts/phone calls, with occasional contact outside of normal business hours.
- Welcome the guests of the executives by greeting them, in person or on the phone; answering or directing inquiries.
- Use discretion, confidentiality, and good judgment to handle C-Level matters.
- Represent the company and the executives in a positive light through great follow-through skill and sound judgment
- Optimize the CEO's time by reading, researching, collecting, and analyzing information as needed, in advance.
- Learn the CEO's support needs and learn to anticipate those needs.
- Complete ad hoc projects as assigned - such as personal events and/or family needs. Assist the CEO with errands and arrangements as needed.
- Organize complex calendars and schedules; resolving any scheduling conflicts or issues.

**Skills and Qualifications:**

- Associate's degree required. Bachelor's degree is preferred.
- 5+ years of related experience required in working in an executive assistant role supporting C-Level executives
- Advanced Proficiency in Google Platform is required (Calendar, Sheets, docs, slides)
- Excellent Communicator - Able to interact with people of all levels in a confident and professional manner
- Ability to communicate effectively and professionally
- Superior writing, proofreading, and editing skills
- Must have a strong business sense and can decipher priorities and make sound judgment
- Commitment to excellence
- Demonstrate ability and temperament to work with sensitive information
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the needs and expectations of the CEO and other senior executives by maintaining effective relationships with interested parties
- Ability to think outside the box with a sense of urgency.
- Flexible hours as dictated by the needs of the business for projects and meetings

*We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.*