



## Executive Administrative Assistant – Wellons

If you would like to work for a company that has great benefits and provides a positive workplace atmosphere with an opportunity for growth, then you want to be a part of our team here at Wellons.

For over 50 years, Wellons has been a leader in providing biomass-fired energy systems, lumber dry kilns, and related products and services. Firmly established, Wellons provides its customers with complete services in design, engineering and manufacturing, as well as installation services and on-site technical support.

We are looking for a fulltime Executive Administrative Assistant to join our team in Vancouver, WA.

### High Level Summary of Position

We are seeking an Executive Administrative Assistant to join our corporate management team. The ideal candidate would have at least five years' experience as an executive administrative assistant, administrative assistant, legal assistant, paralegal, or similar position. This position reports to the Executive Vice President.

### Key Responsibilities and Duties

1. Administrative Support
  - Manage daily schedules, calendars, and appointments for the CEO and EVP.
  - Screen and prioritize emails, calls, and correspondence, ensuring timely responses.
  - Prepare meeting agendas, minutes, and follow-up action items.
2. Communication and Coordination
  - Act as the primary point of contact between the CEO, EVP, and internal/external stakeholders.
  - Draft, edit, and proofread correspondence, reports, and presentations.
  - Coordinate cross-departmental communication on behalf of the CEO and EVP.
3. Event and Meeting Management
  - Schedule and coordinate meetings and company events.
  - Organize logistics for on-site and off-site meetings, including travel arrangements and accommodations.
  - Prepare and distribute materials required for meetings.
4. Project and Task Management
  - Track and prioritize tasks and projects assigned to executives, ensuring deadlines are met.
  - Assist in the preparation and execution of special projects.
  - Provide input and coordination for strategic planning initiatives.
5. Document and Information Management
  - Maintain and organize confidential files and records.
  - Research and compile data for reports, presentations, and other documents.
  - Ensure compliance with corporate policies regarding document handling.
6. Executive Liaison
  - Build and maintain strong relationships with clients, vendors, and partners.
  - Represent the CEO and EVP in a professional manner during interactions with stakeholders.
7. Operational and Logistical Support
  - Handle expense reporting and budget tracking for the CEO and EVP.
  - Manage office supplies, subscriptions, and memberships relevant to the CEO and EVP.
  - Coordinate with other administrative staff to ensure smooth operations.
8. Discretion and Confidentiality
  - Handle sensitive information with a high level of professionalism and confidentiality.

- Ensure privacy and discretion when dealing with personal and business-related matters.

This role demands strong organizational skills, attention to detail, adaptability, and excellent communication abilities to effectively support the CEO and EVP.

## **Requirements:**

- Bachelor's or associate's degree preferred but not required.
- 5+ years of experience in an administrative support role, preferably supporting senior executives (e.g., CEO, CFO, or EVP).
- Proven experience in handling a fast-paced, high-pressure environment with competing priorities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Time Management: Ability to manage multiple priorities and meet deadlines effectively.
- Organizational Skills: Strong attention to detail, with the capability to plan, coordinate, and execute tasks independently.
- Problem-Solving: Initiative to address challenges and provide solutions proactively.
- Discretion: Demonstrated ability to handle confidential and sensitive information with integrity.
- Communication Skills: Excellent verbal and written communication skills for interacting with colleagues and customers.
- Interpersonal Skills: Professional demeanor with the ability to build relationships with team members and external partners.
- Strong calendar management and travel coordination skills.
- Knowledge of office and administrative practices, including records management and expense reporting.
- Familiarity with board-level communication and governance protocols is a plus.
- Adaptability to new tasks, tools, and evolving priorities.
- A proactive mindset and the ability to anticipate the needs of the CEO and EVP.
- A commitment to professional development and continuous learning.

## **Benefits & Compensation**

- Vacation, sick time, holiday pay, medical, dental, vision, profit sharing plan, and 401k
- Salary: \$65,000 - \$75,000 per year