

Category:

Administrative

Position/Title:

Administrative Assistant

Details:

Are you detail oriented and enjoy supporting your fellow coworkers? Would you like to have a vested interest in your company where you will see your efforts benefit the company and the community? If so, we are looking for you at Eagle Communications!

Eagle Communications is 100% employee-owned and we are hiring for a full-time Administrative Assistant/Project Coordinator. This person would be instrumental in supporting our executive team, coordinating company meetings and events, as well as the corporate office's day to day operations. The position is located within our Eagle footprint.

Location: Any Eagle Market (including KC metro)

Vacancy Type:

Full Time

Salary:

Compensation:

Compensation is commensurate with experience along with a competitive benefits package including health insurance, 401(k), paid vacation and Employee Stock Ownership Plan.

Date Posted:

6/17/2021

Closing Date:

7/17/2021

State:

Missouri

URL:

<http://www.eagleradio.net/careers>

Experience:

Experience:

- High attention to detail
- Ability to multi-task
- Excellent communication skills
- Experience with Facebook, Google, Microsoft Office, Outlook and Powerpoint

Requirements:**Responsibilities****Organizational Communication:**

- Facilitate internal communications (e.g. distribute information and schedule meetings or presentations)
- Maintain collaborative relationships with managers and employees
- Produce and/or design documents, newsletters or reports
- Compose and/or prepare correspondence
- Prepare presentations for companywide meetings
- Recommend and initiate process improvements

Management Support/Assistance-related:

- Coordinate expense reports
- Train or instruct employees in duties, technology, company policies or arrange such training
- Arrange travel and prepare travel itineraries
- Maintain physical and digital records
- Conduct research, compile data, and/or collect and analyze information
- Organize and supervise other corporate office activities (supplies, maintenance, cleaning, sponsorships, etc)

Task Management/Coordination-related:

- Answer mail, email, correspondence, and requests for information
- Evaluate office products, services, equipment and software and make recommendations
- Maintain office, visitor and meeting space providing needed amenities and supplies
- Order or oversee the purchase of office products, services and supplies; maintain inventory of office supplies
- Perform general clerical duties
- Facilitate and distribute material for weekly sales call
- Facilitate and distribute material for monthly management meetings
- Prepare quarterly board agendas, board presentations, and board books
- Manage and update electronic filing systems, records, and reports

Project Management-related:

- Plan meetings and events (e.g., conferences, Board meeting, sales (ROCs) call, management meetings, etc.)
- Create project timelines
- Identify and secure approval for project scope
- Manage outside vendors and/or project-support related business partners
- Identify and implement new technology and resources, redesign and streamline systems, recommend improvements or cost reductions
- Project reporting: generate progress reports, task lists, expense tracking

Additional Information:

Applications will be accepted until the position is filled. The selected candidate will be required to pass a criminal history background check and motor vehicle check. Eagle Communications is an Employee-Owned company and an EEO employer.

Contact:

Apply at <http://www.eagleradio.net/careers!>

Apply Online URL:

<http://www.eagleradio.net/careers>

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER