



EXECUTIVE ASSISTANT

ABOUT US:

Join Baudville, Inc, *The Place for Daily Recognition*, a trailblazing business-to-business product innovator, catalog marketer, and Internet retailer located in the thriving City of Grand Rapids, MI.

Under one big building are the two unique brands of Baudville and IDville. Baudville is the industry leader in providing day-to-day recognition solutions and awards for schools and the workplace. IDville specializes in photo identification systems and accessories that promote the safety of employees, students, and staff.

Together our two brands serve business, education, government, and healthcare markets while setting marketing trends and pioneering new products.

ABOUT THE OPPORTUNITY:

Baudville is looking for an upbeat, polished and articulate Executive Assistant to handle administrative and executive support related tasks for the CEO and Executive Team approx. **24 – 30 hours per week**. This position requires an assistant who can think on their feet; respond to situations quickly and efficiently while maintaining the utmost professionalism and demeanor. We are looking for someone who is innovative and has the ability to anticipate needs and stay two steps ahead. Candidate must be flexible and have the adaptability to deal with an everchanging workload and the demands of the business. Assistant will interface daily with multiple people at all levels, must be able to communicate effectively and maintain an executive level presence. Effectiveness will be measured by the increased bandwidth, organization, and efficacy of the CEO.

JOB DUTIES:

- Perform general office duties such as file and retrieve corporate documents, records and reports.
- Conserves executive's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information and initiating telecommunications.
- Prepare agendas and make arrangements for exec team, board, and other meetings.
- Produce the Month End Summary (MES) report for the executive team by soliciting from management various components and compiling/interpreting information for delivery to the executive team.
- Prepare various PowerPoint presentations for delivery by the CEO and consumption by management and the company at large.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Conduct research, compile data and prepare papers for consideration and presentation by executives.
- Plans various events for management, executives and the company.
- Understands President/CEO needs for confidentiality and instills in executives an unwavering confidence therein.

QUALIFICATIONS:

- High School Diploma; Undergraduate degree a plus
- 5-10 years of administrative support experience required. Executive level required.
- Strong knowledge of Word, Excel, Powerpoint and Outlook.
- Background in accounting a plus.
- Demonstrated ability to communicate positively and professionally.
- Ability to interact with staff, at all levels, in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is critical to this role.
- Ability to prioritize and provide consistent attention to detail.

At Baudville Inc, also known as *The Office of Positive Mojo*, we offer a challenging but rewarding work environment where employees respect and recognize each other. We are an equal opportunity employer dedicated to workforce diversity and a drug- and smoke-free workplace. Drug screening and background check are required.