



## **Executive Assistant/Office Manager**

### **Location: Ann Arbor, MI**

The Executive Assistant/Office Manager Administrator supports key company executives as well as serves as point of contact for all departments for facilities and office management related tasks and initiatives.

#### **Essential Functions**

- Provide executive support to multiple “C level” executives including, but not limited to, calendar management, meeting and event planning, travel arrangement, expense reporting and general administrative support
- Facilitate ad-hoc requests from executive leadership team in support of employee engagement and client relations initiatives
- Serve as key point of contact for office management items, including shipping, mailing and office supply inventory
- Liaise with building ownership and property management, relaying critical information to applicable internal employees and associated leadership
- Manage vendor relationships with recurring office management and facilities related vendors including, break-room services, building management, security and alarm contractor and office suppliers
- Coordinate services for ad-hoc facilities related requirements (general contractors, facilities enhancements, locksmiths, etc.)
- Maintain privileged and highly confidential information (internally and externally) involving strategic planning, financials, personnel, organizational structure and related areas

#### **Education and Experience**

- High school diploma or GED diploma or equivalent required
- Bachelor’s degree or higher, in business related field, preferred
- Minimum 3 years in Executive Assistant and/or Office Management experience

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