



Executive Assistant

Highland, IL

Job Summary: Performs advanced, diversified, and confidential secretarial and administrative functions requiring broad and comprehensive experience, skills and knowledge of the Company's policies and practices. Functions include responding to routine correspondence, producing letters, memos and other correspondence, receiving telephone calls, conveying messages, making appointments and handling special projects as assigned.

Reports to: Vice Chairman of the Board and CEO or President

Essential Duties:

- Provides confidential administrative and clerical support to assigned Executives.
- Schedules and coordinates travel arrangements efficiently and cost effectively.
- Maintains the schedules and appointments for assigned Executives.
- Prepares and maintains analytical reports using PCs, word processing, spreadsheets, and presentation software.
- Receives, sorts, and prioritizes incoming mail and files key documents.
- Collects and prepares information for use in discussions and meetings.
- Types reports and minutes as required.
- Takes and transcribes notes of highly confidential nature.
- Receives and screens telephone calls, mail, and visitors.
- Composes replies to inquiries and other business correspondence.
- Uses appropriate computer word processing software and related office equipment in fulfilling assigned tasks.
- Performs all other duties as assigned.

Requirements:

- Associate's degree in business or secretarial science preferred.
- Minimum five years of experience in administrative/executive assistant positions in a corporate setting.
- Proficient in the use of personal computers and in Microsoft Office (Word, Excel, & Power Point).
- Ability to operate standard office equipment.
- Proficient keyboarding skills.
- Excellent oral and written communication skills.
- High level of professionalism and confidentiality.
- Transcription techniques a plus (shorthand, speedwriting, etc).



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Contact: Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
12570 Route 143
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 251

Fax: +1 618.654.2351

Email: employment@basler.com

Benefits: Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

Compensation: We anticipate filling the Executive Assistant position with an expected compensation range of \$24 - \$26/hr. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.