

## **Executive Administrative Support Cal-Waste Recovery Systems Galt, CA**

Cal-Waste Recovery Systems is looking for an upbeat, individual to join our dynamic Cal-Waste team. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin and Calaveras County areas. Cal-Waste is a family owned business **92 years strong**. Check us out at [www.cal-waste.com](http://www.cal-waste.com).

### **Position Summary:**

The Executive Administrative Support to the President and Chief Operations Officer provides services essential to the mission of the organization and the day-to-day operation of the Executive Offices. This individual also provides support to other departments, committees and task forces as determined by the President and Chief Operations Officer and supports the activities of the Offices of the President and Chief Operations Officer in maintaining good relations with government officials and staff, customers, colleagues and other organizational contacts made in the normal course of conducting work.

### **Essential Duties and Responsibilities:**

- Manages the day-to-day administrative affairs of the President and Chief Operations Officer. Schedules appointments and other commitments. As directed, provides the President and Chief Operations Officer with background information and/or supporting documents in preparation for scheduled appointments, meetings, speaking engagements, conferences, etc.
- Maintains an efficient flow of information between all levels of the President and internal and external contacts on a wide spectrum of the organization's plans and priorities.
- Screens incoming calls to the President, determining nature of call and whether or not it requires the attention of the President. Whenever possible, responds to caller directly based on knowledge of the President's, office functions, policy, priorities, availability, etc.
- Processes all incoming correspondence received in the office of the President prioritizing and determining its disposition. Directs mail to appropriate internal staff. Drafts responses for the President's signature based on assignments, knowledge of their activities, interests, priorities, issues, etc.

- Drafts executive-level correspondence and proposals. Reviews, proofreads, and formats all correspondence prepared for or by the President and Chief Operations Officer's signature to ensure accuracy and completeness, etc. as well as consistency with organizational policy. Follows up with staff to ensure deadlines are met. Reviews other prepared documents requiring the President or Chief Operations Officer's signature.
- Makes and reviews all travel arrangements for the President, Chief Operations Officer or other staff as assigned; prepares the itinerary, confirms lodging and transportation, and processes travel reconciliation.
- Takes meeting notes and provides support as needed.
- Maintains files used by the Executive Office and corporate files of the organization, modifying when necessary and enforcing procedures in place.
- Work in a managerial-level environment. Responds to and handles confidential and sensitive information with poise, tact and diplomacy.
- Performs other duties as assigned and directed.

### **Qualifications, Knowledge, Skills**

- Minimum 5 years' experience supporting an Executive President, Chief Operations Officer, or similar senior-level executive required.
- Demonstrated ability to work with executives and to coordinate a high volume of diverse assignments, effectively handle competing priorities, and maintain attention to detail.
- Proficiency in use of Microsoft office applications including Word, Excel, PowerPoint, and Office365. Ability to learn organization's database, and other software needed.
- Meticulous grammar, editing and writing, presentation and communication skills.
- Demonstrated ability to maintain confidentiality and use good judgement in making independent decisions with a high degree of tact and diplomacy.

### **Specifications**

- May be required to use the computer screen for extensive periods of time
- Occasional lifting of 15 to 20 lbs.
- Extended working hours and travel will be necessary.

### **Benefits**

Cal-Waste offers a great benefits package with health, dental, vision, life insurance, 401(k), vacation, sick leave, holidays and a simplified cafeteria plan along with a superior safety program.

Cal-Waste Recovery Systems is an equal opportunity employer.