



Executive Assistant Berkley, Michigan

As an Executive Assistant with Energy Sciences, you will play a key role in success of our organization by supporting our CEO and leadership team on a day-to-day basis. You'll use your energy, drive and resourcefulness to help the team "cross the finish line" faster.

The Executive Assistant role reports directly to the CEO. This is a hybrid remote / on-site position with travel in the Metro Detroit area.

About you

- You thrive under pressure and prefer a fast-paced environment.
- You like challenges and work well without defined procedures and processes (you write them after you figure it out).
- You're able to juggle multiple priorities and can quickly change course.
- You enjoy jumping into chaos and creating structure.
- You're self-motivated and able to work with autonomy and independence.
- You can make quick and sound decisions.
- You find the resources and information necessary to get the job done.
- You do not miss a detail and take copious and thorough notes.
- You have a great attitude and a sense of humor.
- You operate with a high level of integrity, you do not gossip or cause drama in fact, you squash it in its tracks.

Your background

- 3+ years of experience as an Executive Assistant
- Strong interpersonal skills
- Excellent written and oral communication skills
- Excellent analytical and organizational skills
- Demonstrated ability to problem-solve
- Self-motivated and self-directed, with a strong sense of accountability, ownership, and urgency
- Excellent MS Office Suite skills, including PowerPoint
- Demonstrated ability to manage multiple tasks and to prioritize in a fast-paced environment

Day to day

- Coordinate the CEO's busy schedule, including scheduling meetings, appointments and reservations and making travel arrangements
- Review and route correspondence
- Track and report on key deliverables and follow up on outstanding items
- Lead and execute on a wide variety of projects and special assignments (from quick one- day projects to larger, more complex projects)
- Research, analyze and provide supporting information for other projects as needed
- Prepare for meetings including making location arrangements and preparing documentation and presentations
- Take meeting notes and minutes
- Maintain complete confidentiality
- Additional duties as necessary

Benefits

We offer an excellent benefits package, including a health plan, dental and vision, life, a retirement plan with match, profit sharing, 13 paid holidays and 120 hours of paid time off starting in year 1 and a competitive salary.

More about Energy Sciences

Energy Sciences is on a mission to create a more sustainable and socially responsible energy future. We value working as a team, questioning the status quo to find new and better ways, doing our work with integrity, as well as taking responsibility and initiative to get things done. We provide professional consulting, training, and energy management services to commercial, industrial, and municipal sectors, delivering customized solutions and sustainable strategies.

Additional information

Energy Sciences is an equal opportunity employer and all qualified applicants will receive employment consideration without regard to race, color, religion, national origin, sex, disability status, protected veteran status or other characteristics protected by law.

If you are ready to jump in and join the fun, please submit a cover letter and your resume to info@esciences.us. In your cover letter, please give an example of a time when you had to really dig to find the resources/information to get a project done.