

Reports to: Sr. HR Manager

Department: HR

Classification: Exempt

Last Updated: 07/01/2020

Job Summary:

The Senior Executive Administrator is an advanced, multi-disciplined administrative professional whose primary responsibility is to enhance the effectiveness of the CEO/Chairman by working with all top-level team members to achieve the Corporate Goals of the Company. The responsibilities of this role include standard administrative tasks but also extend beyond that to encompass organizational functions requiring broad and comprehensive experience, skills, and knowledge of the Company's policies, procedures, and practices.

Essential Functions:

- Assistant to CEO/Chairman
 - Perform a wide variety of administrative tasks including but not limited to managing an extremely active calendar, composing and preparing correspondence that is often confidential, and arranging detailed travel plans for CEO and family members.
 - Research, prioritize, and follow up on incoming issues and concerns.
- Secretary to Board of Directors
 - Schedule meetings; distribute agendas and meeting materials.
 - Attend meetings, take and distribute meeting notes to all Board members.
 - Maintain required forms and background information on all Board members.
 - Oversee onboarding of new Board members.
- Executive Administrator for Director Team
 - Maintain weekly meeting topics calendar; schedule meetings and arrange for lunch.
 - Coordinate annual strategic planning meetings; secure facility, organize materials, attend meetings, take and distribute meeting notes.
 - Facilitate creation and reviews of Annual Operating Plan.
- IP Administrator
 - Communicate with attorney on application, issuance, maintenance, abandonment of all patents and trademarks; document and store all issued patents and trademarks in accordance with Company policies and procedures.
 - Schedule annual (or as needed) patent reviews for CEO, President, and Director of Engineering; develop agenda to proactively manage patent maintenance.
 - Keep CEO, President, and Engineering team informed of competitive patents and technologies using Derwent Innovation.
 - Estimate upcoming IP costs for CEO, President, and Controller review; verify and code monthly invoices; summarize annual expenses for financial review.
 - Assist CEO and/or President with intellectual property infringement cases; document all instances of potential infringement and actions taken; work with attorney on active cases to provide administrative support for required documentation and schedule management.

- Other Responsibilities
 - Assist Director of Regulatory Affairs in the creation and maintenance of Safety Data Sheets.
 - Create NDA/Confidentiality Agreements and obtain signatures through DocuSign.

Job Qualifications:

- Bachelor's degree preferred or equivalent/related experience
- A minimum of 5 years of experience providing support at the executive level
- Manage sensitive or confidential information with restraint and tact.
- Flexibility; must be able to multi-task and adjust quickly to shifting priorities to handle matters expeditiously and proactively.
- Work independently with minimal supervision.
- Advanced MS Office skills.
- Excellent interpersonal skills; expert level written and verbal communication skills.
- Strong organizational skills.