

**Position Title:** Executive Assistant - Administration  
**Department:** Administration  
**Reports to:** Executive Project Manager  
**Job Status:** Exempt

**POSITION SUMMARY:** Provide administrative support to the Executive Staff.

**ESSENTIAL FUNCTIONS:**

- Provide administrative support for the CEO, President, Executive Project Manager, and other executive level staff as needed
- Assist with correspondence needs - transcribe, create, proofread, etc
- Coordinate calendars, schedule meetings and escort visitors as needed
- Screen executive level incoming calls - redirect as able and bring to supervisor's attention when necessary
- Review and redirect incoming correspondence to ensure assistance is provided as needed for customers, suppliers and other general queries
- Assist with the preparation of highly confidential and sensitive documents
- Prepare and organize documentation and items needed for support of any presentations, upcoming meetings, negotiations, etc
- Assist with in-house meetings and special events that occur throughout the year on both a casual and formal basis
- Review Administration expense reports and forward for payment
- Assist with travel needs for the Administration area
- Assist with other miscellaneous job-related duties as assigned

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Associates Degree from a two year college or university
- Must possess a minimum of 5 years experience performing a role substantially similar to the essential functions of this job description
- Must possess proficiency effectively using Microsoft Office tools including Word, Excel, and PowerPoint
- Must be detail-oriented and have the ability to work proactively and effectively with minimal supervision
- Ability to prioritize and multi-task in a flexible, fast paced and challenging environment
- Demonstrated strong and effective verbal, written, and interpersonal communication skills
- Must possess the ability to maintain company information in strictest confidence
- Dedication to providing quality customer service
- Must possess the ability to type 60 words per minute with accuracy
- Must possess excellent proofreading skills, with a keen attention to detail and quality

**DESIRABLE QUALIFICATIONS:**

- Bachelors Degree from a four year college or university

EEO/AA

**All candidates must apply online at <http://www.garmin.com/careers>**