



SePRO Corporation • 11550 North Meridian Street • Suite 600 • Carmel, Indiana 46032-4565
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SePRO Corporation is growing and we are looking for a Business Support Specialist to work directly with Business Unit Leaders on multiple projects that focus on sales support and administrative duties. This is a fantastic opportunity to work in a small, highly collaborative team and assist with a variety of business tasks.

Job Summary

A successful candidate will provide day to day support and administration for three Business Unit Leaders and work closely with the SePRO Corporation Executive Assistant. This position requires strong attention to detail, effective project management, as well as the ability to prioritize tasks daily.

Job Responsibilities

- Provide high-level administrative support and assistance to Business Leaders and /or other assigned leadership staff
- Arrange face-to-face and virtual meetings, customer events, and trade shows
- Assist with preparing resource kits for trade shows, coordinating booth set up, giveaways etc.
- Support for direct mail campaigns and fulfillment
- Excellent organization skills and attention to detail
- Exceptional time management skills, with a proven ability to prioritize tasks and met deadlines
- Proficient in Microsoft Office Suite

Minimum Qualifications

- Successful background check and drug screening (required)
- High School diploma required
- 2-3 years of related work experience, preferably in an administrative role
- Strong data entry skills utilizing MS Dynamics and other Microsoft Office Products; to maintain customer data
- Excellent organization skills and attention to detail
- Ability to learn quickly and to solve problems
- Excellent verbal and written communication skills
- Exceptional time management skills with a proven ability to meet deadlines
- Highly adaptable to changing circumstances and/or directives in day-to-day priorities
- Proficient in Microsoft Office Suite

Preferred Qualifications

- Two or Four-year degree in Business Administration or related field

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.