



SePRO Corporation

Executive Assistant

Department: G&A

Job Status: Full Time

FLSA Status: Exempt

Reports To: CEO

Location: Carmel, IN

JOB DESCRIPTION

Summary/Objective

The Executive Assistant provides comprehensive support to the CEO, Chairman of the Board of Directors, and Executive Leadership Team, while also managing SePRO's Carmel office operations. This highly visible and dynamic role requires exceptional organizational skills, sound judgment, and the ability to anticipate needs, think critically, and deliver proactive solutions with professionalism and confidentiality.

Essential Functions

Executive and Board Support

- Provide advanced calendar and meeting management for the CEO and Executive Leadership Team; prioritize inquiries, troubleshoot conflicts, and ensure seamless daily operations.
- Serve as liaison and support to the Board of Directors. Plan and manage all logistics for Board meetings and events.
- Complete a wide range of administrative duties to support the CEO's leadership of the organization, including:
 - Managing special projects
 - Designing and producing complex documents, reports, and presentations
 - Preparing meeting materials and correspondence
 - Maintaining contact lists and arranging travel
- Serve as the primary point of contact for internal and external stakeholders on matters related to the CEO, often involving sensitive or confidential information. Assess priorities and determine appropriate action, referral, or response.

- Coordinate Executive Leadership Team meetings and provide support for company-wide staff meetings and events.

Office Operations

- Manage all aspects of SePRO's Carmel office operations to ensure a professional, efficient, and welcoming environment.
- Collaborate with the Chief Human Resources Officer to develop and maintain office policies and procedures for improved workflow.
- Oversee office supply inventory, equipment maintenance, and vendor relationships.
- Supervise upkeep of multifunction devices, postage meters, and other office equipment.
- Provide hospitality to guests and maintain a positive, professional office atmosphere.
- Respond to inquiries from the main phone line and assist internal teams.

Event and Project Management

- Provide planning and logistical support for key internal and external events and meetings.
- Assign project tasks to appropriate staff and track completion to ensure deadlines are met.

Business Unit Support

- Support the SePRO Water Business Unit by managing documentation for contracts, conferences, and meetings.
- Collaborate with the SePRO Water Vice-President and Marketing Director to develop a SharePoint resource site for the business unit.

Other Responsibilities

- Maintain effective document management for corporate contracts.
- Perform other duties and projects as assigned in support of organizational goals.

Qualifications / Experience

- Minimum of five years' experience in executive support roles.

- Expert proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to design and edit professional presentations and materials.
- Proficiency with virtual meeting platforms (e.g., Zoom, Microsoft Teams).
- Strong verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- High degree of professionalism in working with diverse stakeholders, including Board members, senior executives, staff, customers, and community leaders.
- Proven ability to manage multiple priorities and projects independently in a fast-paced environment.
- Demonstrated discretion and integrity in handling confidential information.

Position Type/Expected Hours of Work

This is a full-time position. General work hours are Monday through Friday, 8:00 a.m. to 5 p.m.

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.