

CTSI has provided World Class IT Support to the southeast region and supported manufacturing clients worldwide for over 23 years. And, we are growing. We are seeking an experienced Executive Assistant/Office Manager (EA/OM) that can provide cohesive leadership and organizational skills, manage contracts, interact positively with business partners and the communities we serve. The EA/OM will oversee both the business aspects of the organization and human potential of employees. The successful candidate is well-organized, has great time management skills and ability to act without guidance. Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to executives and managing partners.

This is not your typical career opportunity. This is the CTSI Experience.

Technical Skills:

Highly skilled in Microsoft Office products; VOIP phone systems; HR Management and payroll software; accounting software. Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)

Format information for internal and external communication – memos, emails, presentations, reports.

Clear concise written and verbal communication skills in English.

Management Skills:

Acts as the point of contact among executives, employees, clients and other external partners, managing information flow in a timely and accurate manner.

Manage executives' calendars and set up meetings and makes travel and accommodation arrangements.

Assists with HR recruiting, onboarding protocols and paperwork, benefits. Assists managers in maintaining proper staffing levels for customer service goals. Coach and counsel employees to reflect CTSI service standards and procedures.

Manage and provide financial documentation for executives as needed. Rack daily expenses and prepare weekly, monthly or quarterly reports.

Positively represent company at community events. Service oriented style with professional presentations skills.

Interpersonal Skills:

Must possess the following strengths: high energy, entrepreneurial spirit, motivational leader, effective communicator, effective in providing exceptional customer service and ability to improve the bottom line.

Daily expectations include leading people, managing processes, and holding people accountable for the agreed upon activities and timetables.

Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

Ethical behavior, manages discretion and confidentiality.

CTSI team members work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Experience requirements:

Associates degree or higher. PA diploma or certification is a plus
4 years or more of progressive office administration.
At least 2 years progressive management experience

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Typical end time:

- 5PM

Typical start time:

- 8AM

This Job Is:

- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

Work Remotely

- No

Job Type: Full-time

Benefits:

- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: One location