

## Executive Assistant

Connell Oil is seeking an Executive Assistant to provide complex and confidential administrative support to the COO.

### Responsibilities of Executive Assistant:

- Manage schedules to ensure the most efficient use of time, keeping supervisors well informed of upcoming responsibilities and following up as appropriate
- Anticipate needs and work deadlines.
- Planning for interdepartmental meetings
- Daily interaction with staff
- Works with CEO to establish and follow a financial plan to achieve the company's financial goals, including tracking expenditures and staff productivity.
- Supports and advises COO in decision making.
- Assists in monitoring operational processes and best practices.
- Analyzes and reviews financial reporting
- Assists in risk management and legal activities.
- Works closely with internal groups to constantly improve client services, and makes sure tasks are completed on time with provided support.
- Uses technology and learns software as adopted by the firm
- Assists in compliance with all of the company's policies and procedures.
- Proficient in Excel
- Other tasks as required

### Requirements of Executive Assistant:

- 3-5 years of related experience
- Solid administrative experience, ideally as an Assistant or Senior Administrator
- Experience with Microsoft office 365 and its suite of products with high proficiency in the use of email, spreadsheets, word processing and presentation software.
- Strong written verbal communication and interpersonal skills: active listening and passion for customer-care
- Able to adapt to changes quickly and effectively, prioritizing tasks in a fast paced environment