

EXECUTIVE ASSISTANT

JOB TYPE: Full-time

LOCATION: Kennesaw, GA



PACESETTER
OUR PEOPLE, YOUR ADVANTAGE

www.teampacesetter.com

WE WANT YOU!

Discover Your Place in the Pacesetter Family

At Pacesetter, we're more than a team; we're a family. Our secret to unparalleled retention? A culture that celebrates mutual respect, support, and the pursuit of excellence. With over half of our associates marking a decade with us, it's clear: once you join, you're home.

We thrive on the energy of the "best of the best" – individuals passionate about leadership, innovation, and making every day count. We're committed to excellence in every task, always seeking smarter, more effective ways to work and adapt, no matter the role.

PRIMARY ROLE

The Executive Assistant provides comprehensive administrative support to senior executives, ensuring smooth operations and communication within the executive area. The role involves handling sensitive information with discretion, managing schedules, coordinating meetings, and performing a variety of administrative tasks to support executive leadership.

KEY RESPONSIBILITIES

- Maintain strict confidentiality and ethical standards at all times.
- Maintain a strong visibility throughout the organization.
- Provide top-priority administrative support to the President and CEO.
- Provide general administrative support for Vice Presidents.
- Responsible for calendar management for Vice Presidents and C-Suite executives.
- Arrange travel plans, including flights, accommodations, transportation, and itineraries for President and CEO.
- Oversee that approved travel arrangements adhere to the Travel & Expense Policy. Escalate concerns to Director of Administration as needed.
- Provide comprehensive support and planning for events, including internal and external meetings, training seminars, and conferences.
 - Tasks include coordinating schedules and agenda, sending out invitations and managing RSVPs, arranging event materials, preparing conference rooms, arranging for catering, etc.
- Manage the expense program by activating/deactivating users, training associates, and serving as the point of contact both internally and externally.
- Reconcile monthly company credit card statement, review and submit expense reports for President and CEO.
- Prepare proposals, agreements, reports, and presentations; compile various reports and spreadsheets; and compose and draft letters, memos, and other correspondence as needed.
- Greet visitors warmly, direct them to the waiting area, and promptly notify the appropriate party of their arrival.
- Monitor the company's main phone line, screen inbound calls and voicemails, and route them to the appropriate parties.
- Provide backup within department as needed.
- Complete special projects as assigned.



WHAT WE OFFER

A Tradition of Stability in a World of Change

As the world races towards an era defined by automation and artificial intelligence, the steel industry remains indispensable. With 46 years of excellence, Pacesetter stands at the forefront of this vital sector, marrying the time-honored craft of steel production with the latest breakthroughs in technology.

While some jobs may face obsolescence in the face of robotics and AI, careers in steel offer a unique blend of stability and forward-thinking innovation. Discover how at Pacesetter, tradition and innovation forge the strongest link.

Weekly Pay

Excellent Benefits Package

Work-Life Balance and Flexibility



REQUIRED SKILLS/EDUCATION

- High School Diploma or comparable years of education and experience.
- Minimum of three (3) years' experience in an administrative role supporting executives.
- Exceptional attention to detail and highly organized. Skilled in managing priorities and coordinating multiple projects simultaneously while being particularly adept at handling last-minute requests with efficiency and precision.
- Excellent interpersonal and communication skills – both verbal and written – with the ability to convey a professional and friendly disposition.
- Strong customer service orientation with a courteous, professional, and energetic attitude to cultivate strong relationships.
- Ability to effectively communicate throughout all levels of the organization and with external partners.
- Ability to demonstrate resilience in facing challenges and setbacks, with a proven ability to maintain a positive attitude and adaptability in dynamic work environments.
- Ability to decipher requests from CEO and delegate when outside of scope.
- Ability to prioritize and manage last-minute requests.
- Ability to effectively manage multiple calendars, ensuring seamless coordination of schedules and appointments.
- Ability to work independently with little or no supervision.
- Ability to timely execute and demonstrate consistent follow-through.
- Proficient with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Knowledge of Salesforce and/or Concur is preferred.

BENEFITS

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Tuition reimbursement
- Vision insurance

COMPENSATION

- Profit sharing
- Weekly pay

HOW TO APPLY

Submit your resume and any relevant materials to:
careers@teampacesetter.com

Pacesetter is an equal opportunity employer committed to advancement by merit in the workplace. We welcome and encourage applications from all qualified individuals, regardless of background and experience.