



## Executive Assistant

Do You have what it takes to perform the critical role of supporting our company's top executive's? Our CEO and COO are looking for an experienced Executive Assistant to perform more than administrative tasks. The qualified candidate will need to be the "right-hand person" and will provide a full range of administrative, clerical, and office support. The Executive Assistant must be self-motivated, and a quick learner. Strong oral and written communication and PC skills are required. Experience with Microsoft Word, and Excel is necessary.

The position is virtual part-time and requires approximately 20 - 30 hours a week. The position may turn into a full-time position as the business grows. \*Must pass a criminal check and drug test.

Required duties include but not limited to the following:

- Type reports and other documents
- Record keeping and maintaining of files
- Maintain driver files
- Filing reports
- Data entry
- Complete and submit expense reports
- Fill out contracts and sign load confirmations
- Keep up with compliance requirements
- Help the company owner as needed with all assigned tasks
- Keep track of monthly and quarterly mileage and fuel reports (IFTA)
- Keep accurately and orderly filing systems both with paper and electronic files
- Must be willing to learn trucking rules and regulations
- Other office duties as requested
- Manage scheduling for company executive(s)
- Draft, review and send communications on behalf of company executive(s) without grammatical errors or typos
- Organize and prepare for meetings, including gathering documents and attending to logistics of meetings
- Answer and respond to phone calls, communicate messages and information to the executive
- Prioritize emails and respond when necessary



- Pick up, open, and distribute mail
- Coordinate travel arrangements
- Maintain various records and documents for company executive(s)

#### **Executive Assistant Skills, Qualifications, and Requirements**

- Excellent written and verbal communication skills
- Efficient in typing
- Responsible
- Quick to learn
- Time-management skills
- Very detail orientated
- Highly organized
- Ability to multitask
- Basic understanding of frequently used computer software and programs, such as Microsoft Office, and QuickBooks
- People skills
- Basic knowledge or quick to learn the trucking industry, compliance, and factoring

#### **Requirements**

Work Experience: 1 year experience preferred in trucking administrative or trucking office environment.

Microsoft Office: Intermediate Excel and Word.

Other software that will be needed to learn later.

Education: Prefer associate degree in a business or equivalent related work experience.

All of your information will be kept confidential according to EEO guidelines.

I understand the job description and scope of work. \_\_\_\_\_



## EMPLOYMENT APPLICATION

Ausome Enterprises Corporation is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please scan the QR Code or copy and paste this link:

<https://app.logrock.com/jobs/a6be8b60-1fbd-4f01-a4a1-3243074dba9a>

Once you have completed the application, our office will review it and contact you for the next steps.





**Additional Information:**

Do you have a home office equipped with your own computer, printer, tablet, high speed internet, mobile phone with a mobile phone plan that has unlimited phone calls and text messaging in the United States? Please list all equipment that you have.

Do you have experience working in virtual setting? Explain

If so, what company was it and what is the name and contact information of your immediate supervisor?

**AT-WILL EMPLOYMENT**

The relationship between you and the Ausome Enterprises Corporation is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Ausome Enterprises Corporation. No representative of Ausome Enterprises Corporation has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: \_\_\_\_\_

Dated: \_\_\_\_\_