



Why 7B Engineering

Join us to work on a team of local professional that is helping shape the future of the Inland Northwest. We are a company who welcomes and values employee's ideas for growth and development. Our people make the company successful by providing diligent and reliable services. Every member on our team plays a crucial role in the success of our business and we are looking forward to inviting you to our team if you share these same values.

About the Role

We're looking for a highly organized and proactive Executive Assistant to the Owner who can help drive efficiency and manage day-to-day operations. This is a unique opportunity to work closely with a visionary leader while contributing to a company ready to enter a new phase of growth. You will not only be the right-hand person to the Owner but also play a key role in mapping the company's future while ensuring the team operates smoothly and effectively.

Responsibilities

- Manage the Owner's daily schedule including meetings, travel, and key deadlines.
- Serve as the first point of contact for internal and external communications.
- Prepare reports, presentations, and materials for meetings.
- Handle administrative tasks including email management, employee timesheets, payroll reports, and communication follow-ups.
- Coordinate with different departments to ensure seamless communication and project execution.
- Provide input on process improvements and help optimize the company workflow.
- Act as a brand ambassador by ensuring all interactions align with the company mission, vision, and values.

Location & Commitments

- Position will report to managers in Sandpoint, ID
- Full-time
- Pay Commensurate with experience: \$15 - \$40 per Hour

Ideal Candidate Requirements

- Experience in an Executive Assistant or similar administrative role.
- Exceptional communication skills, written and verbal.
- Affable, outgoing, and an excellent listener; able to summarize, and share with clarity.
- Strong organizational skills and the ability to multitask in a fast-paced environment.
- Tech-savvy, with proficiency in tools like QuickBooks and project management software.
- A proactive mindset, with a passion for problem-solving and driving efficiency.
- High level of discretion and confidentiality.