

Position: **Executive Assistant & Facility Manager**

Location: **North Attleboro, Massachusetts**

COMPANY

iAutomation, a high technology distributor of industrial automation components, has an immediate opening for an **Executive Assistant & Facility Manager** in **North Attleboro, Massachusetts**.

iAutomation's product offering includes machine control, motion control, sensing and vision, safety systems, mechanical components and stages. We offer engineered systems and services to provide OEM and end user customers a complete automation solution.

DESCRIPTION

As the Executive Assistant and Facilities Manager, you will be responsible for:

Executive Administrative Responsibilities

- Assists the CEO with daily administrative duties and completes a variety of administrative tasks, including but not limited to managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging detailed travel plans, agendas, and compiling documents for meetings.
- Coordinates CEO's signatures for documents
- Communicates with CEO's direct reports on the CEO's behalf and coordinates logistics with high-level meetings; attends high-level meetings; takes meeting minutes and provides recap of action items for all meetings
- Serves as the CEO's administrative liaison to the Board of Directors, including arranging logistics BOD quarterly dinners and meetings
- Attends meetings, documents action items and organizes them for the meeting attendees.
- Serves as the internal liaison for legal document reviews between internal stakeholders and legal counsel
- Uphold strict level of confidentiality
- Administrative support for the CEO's direct reports to include meeting scheduling, filing, and other administrative work
- Scheduling and logistics for all-company meetings

Marketing Responsibilities

- Partnering with Marketing leadership and partners on the execution of administrative marketing projects

Facilities Manager Responsibilities

- Leading of the Reception function and serving as the Receptionist's back-up.
- Overseeing of the visitor process at all sites
- Office supply ordering and organizing of supplies at the sites
- Project management of facility needs at all CAS locations (i.e. facilitating service calls, parking issues, facility upgrades, etc.)

- Point of contact for professional cleaning service company for all sites and all facility vendors/suppliers.
- Planning office lay-outs, quoting of building upfit needs (furniture, systems, etc.) and partnering with HR, Finance and leadership on developing facility plans.
- Managing employee workstation needs (cleaning, preparing, etc.)
- Organizing all employee common areas (breakroom supplies and etc.)
- Providing recommendations at each location for building safety improvements and partnering with the safety committee to implement actions.
- Travels to local facilities to do weekly checks on supplies, organization, safety, and cleanliness of the facilities

REQUIREMENTS & ADDITIONAL DETAILS

Requires a High School Diploma or equivalent; an Associates degree in office administration or related field, and 3+ years of work experience as an Executive Assistant, Personal Assistant, or similar role.

- Extensive knowledge of office management procedures
- Facility experience preferred
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality

ADDITIONAL INFORMATION

- Please apply to Marna Perkins at mperkins@i-automation.com
- Principals ONLY - No Recruiters Please

iAutomation Supports Equal Opportunity Employment & Diversity