

## Executive Administrative Assistant

### Company Overview

Shippers Solutions, an industry leader in logistics in the Louisville area, is in search for a driven Executive Administrative Assistant who is persistent, analytical, and organized. Shippers Solutions specializes in packaging materials, and personal protective equipment, giving clients access to an inventory of over 10,000 high-quality products needed in industrial operations. Shippers Solutions is a 2nd generation, family-owned business celebrating 70 years servicing the greater Louisville area. This position calls for someone who is focused, possesses a direct communication style, and conscientious about following rules and regulations.

### Job Description

This is a rewarding long-term career opportunity to work alongside our leadership team while supporting the future growth and culture. As an integral part of the organization, strong attention to detail, a high accuracy level, ability to multi-task and a passion to foster a team environment are critical traits for success.

### Essential Duties & Responsibilities

- Manage schedules including the organization of company meetings and events
- Generate reports
- Attend leadership meetings to support in recording the proceedings and update tasks for all participants.
- Serve as a liaison for HR functions including new employee onboarding and orientation
- Manage our core employee recognition programs
- Craft and post internal communications via email blasts, in house TVs, monitors and bulletin boards
- Support sales and marketing initiatives including website updates, social media posts, and content development
- Assist management in focusing on their most important duties

### Job Requirements

- At least 3 years of administrative experience
- Skilled in Microsoft Office, specifically Excel and PowerPoint
- Strong communication skills
- Can articulate in English and speak/write in a professional manner
- Team player

**Benefits**

We are a family-owned company that has a passion for our people:

- Competitive wages with flexible work schedules
- Complete insurance coverage includes medical, dental, vision and more
- 401k match up to 3%
- Paid holidays & and generous work schedule

**Schedule:**

- Day shift
- Monday through Friday

**Education:**

- Bachelor's degree (Preferred)

**If you meet these criteria, please send both a resume and a narrative letter telling us why you are a good fit for our team. [Louisville@allegiancestaffing.com](mailto:Louisville@allegiancestaffing.com)**