

## ADMINISTRATIVE ASSISTANT

A highly successful multi-million dollar manufacturing company has an exciting career opportunity for an Executive Administrative Assistant. This position has a dual reporting relationship to the President and the Chairman of the Board.

### Position Responsibilities/Duties/Skills

- Provide administrative support to Executive level staff
- Prepares executive level reports and communications
- Expert Microsoft Office skills
- Plans and organizes CEO/Chairman's schedule
- Act as liaison for the President with other departments
- Works independently and with teams on special projects
- Makes domestic and international Travel Arrangements
- Performs a variety of clerical duties as required
- Backup to Receptionist when needed
- Excellent Professional Image and Communication Skills
- Meeting planning and coordination
- Provides sales support
- Coordinates community outreach initiatives

A Bachelor of Science or Bachelor of Arts degree is preferred, 2 to 5 years of Secretarial or Administrative Assistant experience is desired

This is a special opportunity with a special value driven company. We offer competitive compensation and a comprehensive benefits package.

For consideration, send your e-mail to [jbenish@camcraft.com](mailto:jbenish@camcraft.com) or mail resume to

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