



Consolidated Business Services (CBS) has an opening for a full time **Executive Assistant to the President**

First in the West, only second in the nation. Consolidated Business Services provides efficient and economical outsourced partnerships for telecommunications operations, to create a shared resource model that is more cost effective.

The primary purpose of this position is: Provide support to the President of CBS. There will be some travel to other local telecommunication companies within the northern Willamette Valley within a proximity of approximately 35 miles as well as some travel to industry conferences.

JOB DUTIES AND RESPONSIBILITIES:

- Supports the President, Board of Directors and other Leadership team members for the purpose of providing assistance with their administrative functions.
- Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents.
- Manages expense reporting and billing for Executive Leadership team.
- Manages President's calendar, meetings, and independently schedules appointments.
- Arranges for travel, lodging and seminar registration for company personnel upon request.
- Fields incoming calls and correspondence and responds independently when possible.
- Manages petty cash.
- Assist Human Resources with administrative functions.
- Arranges programs, events, or conferences by arranging for facilities, caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- Directs preparation of records such as agenda, notices, minutes, and resolutions for corporate meetings.
- Assists preparation and filing of corporate legal documents with government agencies to conform to statutes.
- Manages the vendor relationships, including account updates, ordering supplies and handling service calls when needed.
- Purchases all office supplies, janitorial supplies, toner, and furniture.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

JOB REQUIREMENTS:

- The ideal candidate will have at least 5 years previous Executive Administration experience.
- Proficient with Microsoft office.
- Must be able to handle confidential information in a discreet manner.
- Excellent organizational skills and problem-solving skills.
- Excellent written and oral communication skills.
- High School diploma or equivalent.

We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid Oregon driver's license and a clean driving record. If you are a qualified candidate and would like to join the CBS team, please submit your resume by email to jobs@cbsoregon.com or fax 503-263-9399. For more information about us, please visit <http://cbsoregon.com/>