

Executive Assistant

JOB DESCRIPTION:

Packet Digital, LLC, a rapidly growing engineering firm is looking for a fun and energetic Executive Assistant to help with a wide variety of tasks to support Senior Management.

Position Type: ½ to ¾ time

Experience Required: 1 year

Duties would include but would not be limited to:

- Direct Assistant to Chief Operation Officer
 - Travel arrangements
 - Maintain calendar
 - Assist in office organization
 - Manage day to day tasks for COO
 - Draft, edit and proofread correspondence and memos
 - Create documents, graphs, and presentations
 - Assemble packets
- Office Assistant
 - Answer phones, take and relay messages & greet Packet Digital guests
 - Data entry, filing, faxing, copying, note-taking & other clerical duties
 - Kitchen & supply maintenance
 - Prepare outgoing and sort incoming mail
 - Maintain NDA files
 - Prepare & place purchase orders
 - Company errands
 - Assist in event planning
 - HR & financial duties as assigned
 - Other miscellaneous tasks to support team members

Necessary Qualifications Include:

- 1 year experience in office setting; preferably as Executive Assistant
- Confident, outgoing, and professional personality
- Self-motivated, dependable, and honest team player
- Ability to handle sensitive information with the highest level of integrity
- Pleasant phone voice
- Great organizational skills & detail oriented
- Excellent and efficient written and verbal communication skills
- Strong proofreading skills
- Proficiency in use of email, web, and MS Office applications
- Ability to multi-task and manage change
- Ability to work independently
- Excellent analytical ability

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Contact & Deadline

Individuals interested in the position should contact us via our online form at <http://packetdigital.com/contact/> or fax to Packet Digital at (701) 232-0491.

Position open until filled.

About Packet Digital:

Packet Digital is an innovative growth-oriented advanced power management engineering firm located in Fargo, ND. Great opportunity to start and grow career working on ground-breaking eco-friendly technology.

Packet Digital designs, develops and markets advanced power management solutions for portable electronic devices and embedded systems. With its patented On-Demand Power™ technology and PowerSage™ integrated circuits, Packet Digital extends battery life up to 400%, helping consumer electronics companies develop faster, smarter, smaller products. The company is focused on creating products with high intellectual property content that match specific customer needs.

Packet Digital assures equal treatment in the administration of all personnel matters including recruitment, selection, hiring, advancement, training and transfers, without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, sexual orientation, age, special disabled veterans, veterans of the Vietnam era, and other eligible veterans or any other protected class. Packet Digital also makes reasonable accommodations for disabled employees where appropriate and/or as required by law.