



Building form...crafting function

1310 W. Fourth Street • Mansfield, OH 44906 • P: 419.529.4456 • F: 419.529.4288 • www.adenacorporation.com

Adena Corporation Job Description

Job Title: Executive Assistant

Job Status: Full-time

Summary:

The Executive Assistant will provide a high level and wide range of support for the President/CEO.

Primary job responsibilities include, but are not limited to:

- Professionally represent the Corporation and support strategic initiatives.
- Maintain the highest level of confidentiality at all times.
- Establish and foster long-term relationships with both internal and external business partners.
- Manage special projects.
- Proactively manage calendars and schedules.
- Prepare and present reports.
- Attend and prepare for key meetings and produce meeting minutes.
- Assist developing correspondence and presentations.
- Develop and maintain manual and electronic filing systems.
- Disseminate information to appropriate individuals or business partners with sensitivity.

Desired qualifications/skills:

- Two or four-year degree preferred, but not required. Equivalent training or experience will be considered.
- Proficient in MS Office including Outlook, Word and Excel.
- General knowledge of construction is preferred but not required.
- Experience relating to real estate transactions and loan closings a plus.
- Personal initiative and ability to prioritize work independently.
- Manage several projects and meet deadlines.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to work and thrive in fast-paced environment.
- Must be detail oriented.

Adena Corporation offers competitive pay and benefits, including:

- Hospitalization and Major Medical, Life, and Short-Term Disability Insurance
- 401(k) Profit Sharing and Trust Plan
- Paid Holidays
- Sick and Vacation Paid Time Off
- Education Assistance
- Vision and Dental Plan

Please *only* send resumes and letters of interest to: ExecutiveAssistant@adenacorporation.com -or- mail to

Adena Corporation
Attn: Executive Assistant Posting
1310 W. Fourth Street
Mansfield, OH 44906