



Bay State Milling Job Description

Job Title: Executive Assistant
Department: Finance
Reports To: Peter Banat
FLSA Status: Exempt
Prepared By: C. Bosh
Date Revised: 7/25/2019

SUMMARY

Bay State Milling Company is seeking an energetic, efficient, and experienced Executive Assistant to join our team in Quincy, MA. This position will primarily support our Chief Financial Officer and Treasurer, but will also provide support to a few other areas as needed. The position requires complete discretion and confidentiality as well as precise attention to detail and the ability to multi-task and prioritize projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. This list is not exhaustive and other duties may be assigned.*

Provide day-to-day administrative support to the Chief Financial Officer and to the Treasurer. Tasks may include (but would not be limited to) preparing confidential correspondence and legal documents, scheduling and supporting meetings, maintaining email, phone calls, contacts, and calendars, coordinating travel plans, and preparing expense reports.

Assist in preparation and execution of all quarterly and annual Board of Directors and Board Committee meetings. Tasks include: preparing all necessary presentations and materials, planning meetings and coordinating logistics, serving as the administrator of the Diligent BoardBooks software, and publishing all meeting minutes.

Distribute required reporting to the Board of Directors, lenders, and other stakeholders as needed.

Locate and collect all information requested as part of multiple annual company audits, compliance reporting and insurance policy renewals.

Act as Liason with company employees in manual insurance compliance requests.

Edit, proofread and assist in the execution of various legal documents as needed.

Maintain physical and electronic files for the Finance Department.

Facilitate weekly and monthly staff meetings, as well as assist the CEO in the successful execution of Company-wide addresses and events, utilizing Zoom teleconference technology.



Serve as the Company liaison to building/property management for the Quincy Office.

Manage distribution of incoming information requests sent via the Company website.

Complete other various tasks and projects as assigned.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

7+ years experience as an Administrative / Executive Assistant.

Some college coursework or equivalent work experience.

Advanced level skills with Microsoft applications (Outlook, Word, Excel, PowerPoint).

Excellent time management and organizational skills.

Ability to work under strict deadlines.

Flexible team player.

Strong attention to detail.

Ability to utilize absolute discretion and confidentiality when completing all assigned tasks.

LANGUAGE SKILLS

Excellent Oral, written and interpersonal communication skills

OTHER SKILLS & ABILITIES

Strong relationship building skills with a focus on customer support, communication, and team building.

Ability to work independently and cooperatively across functions.