



Job Title:	Executive Support Liaison	Job Category:	Administration
Department/Group:	Administration	Job Code/ Req#:	0004
Location:	Houston, Tx – Remote	Travel Required:	+ / - 40%
Level/Salary Range:	Level II – (Project Dependent)	Position Type:	Full Time - Contract
Company Contact:	Administration Manager	Date Posted:	5/2018
Will Train Applicant(s):	Yes	Posting Expires:	5/2019

Job Description

ROLE AND RESPONSIBILITIES

Saferis Safety Services is seeking an enthusiastic, independent, and attentive professional to provide high-level administrative support to varying organization’s Executive Team members. The Executive Support Liaison (ESL) is responsible for providing administrative and strategic support Executive Members (EM) and will function as the primary contact person for associated working groups.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The ESL will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelors Degree w/ Communication Focus

PREFERRED SKILLS

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Strong work tenure: five to 10 years of experience supporting Executives
- Proficient in Microsoft Office (Outlook, Word, Excel, SharePoint and Power Point)