



## **Executive Assistant/Office Manager**

**Contact:** Please send resume & cover letter to:  
South Carolina Council on Competitiveness  
Attn: Susie Shannon, President & CEO  
[sshannon@sccompetes.org](mailto:sshannon@sccompetes.org)

### **Who Are We?**

We research and publicize the growth of our state and design ways to get the message of South Carolina's business community and major industries out of the Southeast and into the world beyond our borders. Moreover, we collaborate with business leaders, educators, students, parents, and policy makers to transform our schools so that our student graduates are prepared for careers, college, and citizenship. The Council's communications team works with schools; public agencies; cutting-edge aerospace technology manufacturers; major corporations within supply chains; and transportation, distribution, and logistics companies.

The South Carolina Council on Competitiveness was formed in 2004 by a broad-range of stakeholders from the public, private, academic, and nonprofit sectors to help our citizens, our businesses, and our state become more competitive on the global stage. Our work supports economic development efforts across the state through economic research, support for industry clusters, and education and workforce development initiatives.

### **What Would I Do Every Day?**

We're looking for an extremely organized team player to join our non-profit as our full-time Executive Assistant/Office Manager. You will be responsible for the general operation of our office and assist our President and CEO. If you love details, have strong communication skills, are a people person, and know how to anticipate needs before anyone has to ask, then this job is for you.

You will serve as the primary point of operational and administrative contact for internal and external groups, often on complex and confidential issues. You will coordinate the provision of office and staff support services to the office, as well as assist with special projects and/or events. You may also provide support to a variety of committees in an administrative capacity.

The Executive Assistant/Office Manager will:

- Answer the phones and provide professional phone etiquette at all times.

- Meet and greet clients and visitors and provide professional hospitality at all times. Ensure that the physical office space is always professional in appearance.
- Schedule and maintain CEO's calendar, if requested.
- Coordinate meetings on behalf of CEO, as needed.
- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Manage the ordering and maintenance of office supplies.
- Manage the daily mail collection and distribution.
- Prepare check requests and bank deposits on weekly basis.
- Work with accountant on various financial issues/projects (to include end of the year 1099 preparation and distribution).
- Oversee onboarding process/paperwork for new employees and contractors.
- Provide support for Executive Committee and Full Council meetings: prepare and distribute meeting materials, arrange catering for meetings as needed, coordinate audio/visual needs.
- Schedule and maintain the conference room calendar. Schedule meeting space in the building board and training rooms for various groups as needed and as available. Ensure that meeting space is clean and appropriately prepared for use.
- Serve as the direct point of contact for the building landlord, building manager, and all vendors.
- Assist with management projects and special event coordination, as needed.
- Maintain oversight and maintenance of files, both electronically and in hard copy, and keep files/file room current and organized.
- Gather, enter, and/or update data to maintain departmental records and databases, as appropriate; establish and maintain files and records for the office.
- Compose and prepare written documentation and correspondence for the office, screen and evaluate incoming and outgoing correspondence, and prepare responses, as appropriate.
- Assist in the coordination and completion of special projects, as appropriate.
- Perform miscellaneous job-related duties, as assigned.

**Our Ideal Candidate Will Have:**

- A Must –
  - A minimum of five (5) years' experience in office administration
  - An associate degree (or equivalent experience)
  - Comfort with multi-tasking and working under deadlines
  - Proficiency in Microsoft Office and Google platform (and related products),

such as Word, Powerpoint, Google Docs, Google Sheets, Google Drive, and Excel.

- A Plus!
  - Knowledge of Bill.com software
  - Knowledge of Hubspot customer relationship management (CRM) software

**South Carolina Council on Competitiveness:**

- ❖ [www.sccompetes.org](http://www.sccompetes.org)
- ❖ <http://sccompetes.org/transformsc>
- ❖ [www.sclogisticsindustry.com](http://www.sclogisticsindustry.com)
- ❖ [www.scaerospace.com](http://www.scaerospace.com)