



Executive Assistant/Office Administrator

Contact: Please send resume & cover letter to:
South Carolina Council on Competitiveness
Attn: Susie Shannon, President & CEO
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 team works with schools; public agencies; cutting-edge aerospace technology manufacturers; major corporations within supply chains; technology firms; 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 the office and assist our President/CEO and Council Team. In this highly-visible role, your success is all about managing priorities as you will need to analyze situations and exercise sound judgment in determining appropriate courses of action. If you love details, have excellent communication skills, enjoy mixing with people, 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 manage or assist with special projects and/or events. You will also provide support to a variety of committees in an administrative capacity.



What Attributes Are We Looking For?

- Strong Project Manager – Skills at juggling multiple tasks, allocating and optimizing your time, and managing moving timelines. You manage a task from start-to-finish AND keep everyone appropriately informed.
- Effective Communicator – Professional electronic communication at every level.
- Ambitious Planner – You think ahead and anticipate challenges.
- Autonomous – Although we stay in close communication with each other, we don't micromanage, and the Council Team is dispersed throughout the state. You are comfortable taking initiative, but know when to seek guidance.
- Service-Driven – You are self-confident, approachable, and responsible. You understand our mission, needs, and direction.
- Organizational Agility – You have a collaborative work style.

What Is Attractive to the Right Candidate?

- With an eye on the future, and many initiatives underway, the Council is an exciting place for professionals who enjoy a culture of teamwork and respect
- This role will leverage all of your skills and allow you an opportunity to learn new ones

What Is the Day-to-Day?

The Executive Assistant/Office Administrator 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 calendars
- Coordinate meetings on behalf of Council Team
- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization to include maintenance, inventory management, logistics, security, and related activities
- Manage the daily mail collection and distribution
- Prepare check requests and bank deposits on a 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
- Review and manage contracts
- Submit timely filings with governmental entities



- Provide support for Board/Executive Committee and Initiative Advisory Body meetings (e.g., prepare and distribute meeting materials, arrange catering for meetings, and coordinate audio/visual needs)
- Schedule and lead the set-up for meetings at various venues
- Serve as the direct point of contact for the building landlord, building manager, and all vendors
- Assist with management projects and special event coordination
- 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
- Maintain the customer relationship management system and run reports as needed
- Compose, edit, and distribute electronic communications to stakeholders
- Assist in the coordination and completion of special projects
- Perform miscellaneous job-related duties, as assigned

What Are the Qualifications?

Our Ideal Candidate Will Have:

- A Must-
 - A minimum of five (5) years' experience in office administration
 - Some financial operations experience
 - Demonstrated ability to interact effectively and appropriately with C-Suite professionals, boards, and executive staff
 - 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
 - Experience in database management
 - Knowledge of Hubspot customer relationship management (CRM) software

South Carolina Council on Competitiveness (*As of September 2020*)

- ❖ www.sccompetes.org
- ❖ <https://sccompetes.org/transforms/>
- ❖ <https://sccompetes.org/sctech/>
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