



JOB DESCRIPTION

Job Title: Executive Administrative Assistant
Job Classification: Hourly FLSA Status: Hourly
Department: Reports To: CEO
Work Location: Vista, CA

FLUX POWER, INC.

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux Power solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux Power batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux Power sells primarily to lift equipment OEMs, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support equipment markets.

Job Summary:

We have a terrific opportunity for an experienced, reliable, and task-oriented Executive Administrative Assistant. The Executive Administrative Assistant will work directly with C-level executives and will be responsible for performing several administrative duties. The ideal candidate will have a cheery disposition, impeccable organizational skills, and prior experience in an assistant role. This is an excellent opportunity to join a growing company with competitive compensation. Please submit your resume, a brief cover letter explaining your suitability for the position and your salary requirements to jobs@fluxpower.com.

Position Responsibilities:

- Assist the C-level executives with a variety of responsibilities and special projects, to include creating, developing and maintaining presentations, organization chart, etc.
- Work independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures.
- Type and design general correspondences, memos, charts, tables, graphs, business plans, etc. Proofread copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Participate in staff meetings and attend other meetings, as needed.
- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients.
- Prepare internal and external corporate documents for team members and industry partners.
- Schedule meetings and appointments and manage travel itineraries.
- Maintain an organized filing system of paper and electronic documents.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and clientele.
- Routine use of standard office equipment such as laptop computers, photocopiers, and smartphones.
- Additional duties as assigned.

Education and Experience

- High school diploma or equivalent; college degree preferred
- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management.

Physical Demands

This job operates in a professional office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

- Medical, dental and vision insurance options
- 401K Plan
- Life Insurance
- Paid Time Off
- Holidays