



5215 Jolly Cedar Court  
Lansing, Michigan 48911  
P: (517) 337-2700 | F: (517) 337-6491  
7clingo.com

**Position Title:** Executive Administrator

**Company Name:** 7C Lingo

**Compensation:** \$32,500 - \$35,000 per-hour based on education and previous work experience (with performance pay possibilities, possible health care benefits including medical, dental, vision, a diverse environment with personal time/holidays).

**FSLA/Position Type:** Exempt (Fulltime)

**Reports to:** Fathy Shetiah, President & CEO

**Created/Revised:** April 14, 2020

**Position Description:** The 7C Lingo Executive Administrator provides high-level executive administrative and operational support to the President & CEO, as well as assists each department (as needed and/or assigned). This position requires a high-level of confidentiality and professionalism, representing both the Office of the President & CEO, as well as the entire organization. The ideal person must be able to represent 7C Lingo with the highest level of integrity, both internally and externally.

#### **Essential Responsibilities & Duties:**

- Handles all scheduling (appointments and meetings) for the President & CEO, including securing meeting space.
- Organizes all internal and external meetings for the Office of the President, to include preparing agendas, collecting and distributing materials, scribing minutes, setup, clean-up and securing catering (if necessary).
- Composes, types and edits correspondence for both internal and external communications (for President & CEO and department).
- Performs top level administrative/executive support, including organizing, scheduling, coordinating, researching, compiling and filing information for the President & CEO, ensuring the highest level of confidentiality while utilizing considerable independent judgment.
- Process all incoming and outgoing mail, including delivery to the appropriate department and/or Team Member.
- Composes, types and edits correspondence for both internal and external communications.
- Assists with all marketing/branding and social media content (online, print, etc.).
- Works on special projects as assigned by the President & CEO.
- Assists with general bookkeeping/accounting (QuickBooks).
- Orders all office supplies, maintains/oversees company inventory for 7C Lingo.
- Maintains all company documentations, in both hard copy and electronic formats.
- Enters business cards and contact information into 7C Lingo's CRM database.
- Secures (when necessary) domestic and foreign travel arrangements for President & CEO and other Team Members.
- Performs other duties as assigned.

## Education & Professional Experience:

- A 4-year college degree is preferred but will consider equivalent experience in a high-level customer/client service or administrative support role in lieu of degree.
- 3-5 years of long-term experience in a fast-paced, highly reputable office environment, in customer/client services or administrative support role.

## Essential Skills Necessary:

- Demonstrate resourcefulness in setting priorities, proposing new ways of creating efficiencies for areas of oversight and organization wide.
- Ability to work under pressure, managing a large workload, meeting deadlines.
- Possess a strong analytical, interpersonal, written and oral communication skills; able to communicate with a broad and diverse audience of all levels.
- Possess a strong working knowledge of the Internet and proficient use of Adobe, Microsoft Outlook, Word, Excel and PowerPoint software.
- Possess a strong working knowledge of creating interactive PowerPoint presentations, including use of audio/video.
- Strong strategic thinking and problem-solving skills, ability to forward-thinking.
- Demonstrate capacity for creative planning and implementation.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and strong desire to achieve high-level results.
- Ability to maintain confidentiality of highly sensitive information. Absolute integrity and discretion essential.
- Must have reliable transportation for business travel. Transportation costs are covered through mileage reimbursement (where applicable).

## About 7C Lingo:

7C Lingo is a cross-cultural communications company located in Lansing, MI. 7C Lingo provides Language Services, Professional Development & Training's, Cultural & Diversity Development for our private and public sector clients throughout all industries.

**Application deadline: (OPEN UNTIL FILLED) EMAIL ONLY please. Information submitted must include: Position Title, Cover Letter, Resume and Three Professional References. \*Position may be filled prior to Application Deadline, based on qualified resumes received. Please be assured that all information received is held in the highest confidence!**

Please send to: [tedi@7clingo.com](mailto:tedi@7clingo.com), Attention: Human Resources

## 7C Lingo Equal Employment Opportunity (EEO) Statement:

*7C Lingo provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender identity, national origin, age, disability, sexual orientation, or veteran status. In addition to federal law requirements, 7C Lingo complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and/or training.*