



WHOLE SOME SWEETENERS INC.

Job Title	Executive Personal Assistant
Salary Range	tab's
Responsible to	C.E.O.
Summary of Duties	<p>Responsible for the management of the office operation and administrative detail for the Chief Executive Officer.</p> <p>Proactively support the Sales functions of Wholesome Sweeteners, primarily Industrial Sales and secondly, Private Label/Retail Sales.</p> <p>Provide administrative support to the C.F.O, C.O.O. Marketing Director as needed.</p> <p>The position is based in Sugar Land.</p>

Essential Duties and Responsibilities:

- Perform Executive Assistant responsibilities to ensure the efficient office operation of the C.E.O. Plan, organize and execute administrative tasks associated with calendar, mail, phone, correspondence, invoice payments, travel arrangements (domestic and international), meeting schedules, office supply requisition and filing.
- Act on behalf of the CEO's office and liaison with other departments within the Company as necessary. Follow-up and establish timelines to ensure requests from the CEO's office are executed.
- Provide recruitment support for positions within Wholesome Sweeteners which will include, recruitment advertising, resume screening, short listing and scheduling interviews;
- Develop and prepare presentation materials;
- Prepare reports and disseminate information as required.
- Develop, up-date and maintain organization charts for the company.
- Assist in the Organization and preparation for Board Meetings, Company Events, Company Social occasions, and Company awards. Maintain the Holiday Greeting Card and Gift lists.
- Maintain a Notary Public license and provide notary services as required.
- Provide translation services as required.
- Provide administrative support for Senior Management as required. Duties include: phone messages, travel coordination; invoicing and expense reporting; and meeting facilitation;

- **Office:** Contract and manage office relocations on behalf of Wholesome Sweeteners.
- **Office Organization:** Ensure that all department's offices and work areas are presentable and in keeping with an appropriate corporate environment.
- **Travel:** Travel nationally and internationally as required. Travel requirements will be kept to a minimum.
- Manage costs associated with travel and offsite and in-house meetings.
- **Sales: Support the C.E.O and the Industrial Sales function as required; which will include;** scheduling appointments and meetings, following-up as requested, with customers and sales opportunities.
- Ensure you are knowledgeable and well informed regarding the significance each Industrial Customers.

OTHER DUTIES;

- Work in a culture of continual advancement and ongoing personal development. Embrace Life-long learning to ensure you have current knowledge regarding developments, especially technical advancements. Identify and implement on-going enhancements and new technical solutions to improve the function and productivity of your position within Wholesome Sweeteners.
- To undertake any other reasonable duties, commensurate with the nature and grade of this position as requested by the C.E.O.

MINIMUM JOB REQUIREMENTS:

Candidate must have a Bachelors degree in Business or a related subject and must have at least 8-10 years of relevant experience in a senior administrative position. Spanish and Portuguese languages preferred

This position requires the candidate to work autonomously, with little or no supervision. Excellent business acumen and independent judgment is required.

Work is performed in a climate-controlled office.

PHYSICAL DEMANDS:

Ability to sit, talk and listen. Use of hands to grasp, handle, pinch, pick-up and type. Reach with hands and arms. Close vision with the ability to adjust focus. Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and associate and is subject to change by the employer as the needs of the employer and requirements of the job change.