

Executive Administrative Assistant

FREMONT, NE.



Job functions to include, but not limited to the following:

Applicant must be able to handle details in a confidential and professional nature. Will receive and screens telephone calls, letters and/or visitors. Prepares special reports, complex correspondence, and presentations by gathering and summarizing data. Confidentiality is a necessity in all aspects of this job. Will be the administrative point of contact between executives and internal and external clients; develop relationships with key VIP's to executive team, to include board of directors, owners, key vendors, banks and family members. Must be proficient in Microsoft Office, including Outlook, Word, Excel, and PowerPoint, Adobe Acrobat and Excel spreadsheets. Arrange travel plans and complete expense reports. Monitor and order office supplies.

Qualifications/Education/Experience/Skills:

We require a high school diploma (Bachelors or Associates degree desired). The ability to work and interact well with others as well as excellent time management and planning skills. Excellent verbal and written communication skills that include strong organization is required.



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