

## Executive Assistant

149 Twin Springs Road Hendersonville NC 28792

*In House Position*

Are you mega-organized, a stickler for details, love solving problems, relational, forward-thinking and team orientated? If you answered “heck yes!” To all of those, keep reading!

HiViz Lighting INC is a First Responder based business whose mission is to serve those who serve others through developing innovative, market leading technology. We have a team-orientated culture, comprised of self-motivated individuals who believe in working hard, having fun and always striving to reach our potential both personally and professionally. We are currently looking for an Executive Assistant to help further our mission and continue our growth by directly supporting our CEO!

These are our **core values**. If you align with each of these, please read on!

- A defect free product is our policy
- We will be energetic, enthusiastic and tenacious in our work. But we will always do it with integrity.
- We will provide above and beyond customer service. We will communicate proactively and do what we say we are going to do.
- We will always remember that every customer is the most important customer
- We will enjoy our work, our team and our customers. Passion is key.
- We will lead from the trenches; nobody is too good for any job or task.
- We will admit when we are wrong or when something needs improving. We are not afraid to say “I don’t know” and we will help each other overcome obstacles/find answers.

Also, we **LOVE customer service**. Like, really, *really* love it. We’re constantly striving for a gold star from the Customer Service World Organization. (P.S *There’s no such thing but if there was, we’d definitely be aiming for at least the top 4 next to Southwest Airlines, Chick-Fil-A and The Ritz Carlton*). Everyone on our team plays a role in customer service.

We have a fairly in-depth **interview process** because we really want to make sure you like us (and visa versa). We like long term relationships. These are the steps that you can expect:

1. Brief initial phone interview
2. In person interview
3. Complete DISC personality test
4. 2nd in person interview
5. Reference, Credit & Background check
6. Social get together with your spouse/significant other (if applicable)
7. Review of compensation plan
8. Offer

#### **What Winning Looks Like:**

- Provide calendar support to our CEO and management team
- Attend team meetings, take notes, create agendas and follow up on deliverables
- Answering phones and routing calls to the correct person or taking messages
- Making travel arrangements
- Provide general administrative support with a positive, “can-do” attitude!

#### **Skills Needed to Win:**

- 1+ year(s) of experience in an administrative role
- Strong scheduling experience
- Detail-oriented and ability to multitask
- Ability to anticipate needs before they occur
- Strong connection to the mission of supporting first responders
- Proficient with technology (Mac and PC)

#### **Perks:**

- Generous vacation, PTO, and Holidays
- 401(k) plan with a match after 12 months
- Medical Insurance through BCBSNC after 90 days
- Smart Dollar Financial Program
- Team jacket & other branded clothing
- Team lunch twice per week