



CORMETECH

Executive Assistant

\$500 Signing Bonus!

SUMMARY OF POSITION

The Executive Assistant provides administrative support to the executives, board of directors, and executive direct reports.

WHAT YOU WILL BE DOING

- Assist in creating, editing, and finalizing reports for the General Counsel and CEO
- Prepare and send communication and correspondence
- Plan and execute meetings
- Prepare, track, and record nondisclosure agreements including new and expiring
- Ensure bankruptcy filings are properly handled
- Manage company fleet – maintain records, renew licenses, and insurance claims
- Maintain office equipment and office supplies
- Maintain phone directories
- Process employee foreign travel visas and passport renewals
- Provide administrative support to the CEO and General Counsel including:
 - Answering and screening phone calls
 - Prepare and transmit expense reports
 - Coordinate and make travel arrangements
- Support Director of Environmental Health & Safety with correspondence, mailing, visitor reports, online safety training reports, safety points, and other administrative duties
 - Create requests for new certificates of insurance (COI)
 - Revise existing COIs for all locations
 - Maintain the weekly evacuation roster for the plant in Kings Mountain
 - Assist with company insurance renewals, collect data

WHO WE ARE

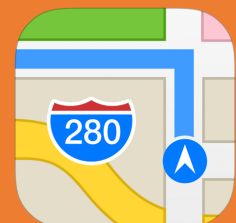
Cormetech is the world's leader in environmental technology. We help customers reduce their release of air pollutants and improve the environment. Protecting our environment for future generations has been important to us since our inception.

BENEFITS OF OUR WORK

Our focus is to ensure our environment is full of clean, unpolluted air. Not only are we responsible for 65% of the pollution reduction in our air since our inception, our manufacturing methods of regeneration and recycling have eliminated 6.5 million cubic feet of landfill. Our drive to improve the environment does not end there, we are continually innovating and seeking ways to improve air, land, and water quality.

LOCATION

Click [HERE](#) to see where we're located and what's around us!





CORMETECH

A successful candidate must have:

- Associates degree in business
- Notary Public – state of NC
- 5-7 years of administrative experience in a law firm environment
- Advanced Microsoft Office abilities
- Excellent communication skills in written and oral format
- Very good typing and proofreading skills
- Capable of maintaining composure during stressful situations
- Ability to appropriately exercise discretion and handle confidential information
- Proficient in acting with diplomacy, professionalism, and tact
- Excellent organizational skills with the ability to effectively manage multiple priorities

Preferred qualifications:

- Paralegal certification
- Bachelor's degree in business

THE GOODS

- ✓ Eligible for benefits on DAY ONE
- ✓ Multiple health plan options
- ✓ Vision and dental plans for you & your dependents
- ✓ 401(k) with Company Match
- ✓ Annual Goal Sharing Bonus
- ✓ Lucrative Paid Time Off
- ✓ Education Reimbursement
- ✓ Company paid Life Insurance
- ✓ Internal Promotion Opportunities
- ✓ Employee Assistance Program