

# Executive Assistant

Anura Energy



## Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

## Position Summary

As the Executive Assistant, you will provide high-level administrative support to the executive team (ET) and serve as a key liaison between the ET and internal/external stakeholders. You will manage a wide range of administrative tasks, including research, calendar management, travel arrangements, correspondence, and meeting coordination. Additionally, you will handle confidential information with discretion, prioritize tasks effectively, and anticipate the needs of the ET to ensure smooth and efficient operations. Your role will require strong organizational skills, attention to detail, and the ability to work independently in a fast-paced environment.

## Location

Office is in Naperville, Illinois. In-person or hybrid work environment. Typical work activities will occur in an office setting but may also include occasional overtime, travel, or attendance at evening or weekend events.

## Position Responsibilities

- **Communication Management:** Screen incoming calls, emails, and correspondence for the ET, responding or redirecting as appropriate. Draft, proofread, and edit documents, presentations, and reports on behalf of the ET, maintaining a high level of accuracy and professionalism.
- **Administrative Support:** Provide general administrative support to the ET's office, including managing expenses, processing invoices, maintaining filing systems, and ordering office supplies. Coordinate with other members of the executive support team to ensure seamless operations and coverage as needed.
- **Confidentiality and Discretion:** Handle sensitive information and confidential matters with the utmost discretion and professionalism. Maintain confidentiality in all communications and interactions, ensuring compliance with privacy regulations and company policies.
- **Relationship Management:** Build and maintain positive working relationships with internal executives, board members, shareholders, and external stakeholders. Serve as a point of contact for inquiries and requests directed to the ET, exercising diplomacy and tact in all interactions.
- **Special Projects:** Support the ET in various special projects, initiatives, and strategic initiatives as assigned. Conduct research, gather data, and prepare presentations or reports to support decision-making and business planning processes.
- **Meeting Coordination:** Organize and facilitate meetings, conferences, and executive retreats, including scheduling, agenda preparation, venue booking, catering, and audiovisual setup. Attend meetings as required, take minutes, and follow up on action items.
- **Task Prioritization:** Prioritize and manage multiple tasks simultaneously, balancing competing priorities and deadlines effectively. Anticipate the needs of the ET and proactively address issues to optimize productivity and workflow.

- **Calendar Management:** Proactively manage the ET's schedules, including scheduling and prioritizing meetings, appointments, and events. Coordinate with internal departments and external partners to ensure alignment with the ET's priorities and objectives.
- **Travel Coordination:** Arrange complex domestic travel arrangements for the ET, including flights, accommodations, transportation, and other necessary details. Prepare detailed itineraries and travel packs, and provide logistical support throughout the travel process.

### **Position Qualifications**

- Bachelor's degree in Communications, Business Administration, Management, or related field preferred.
- Minimum of 5 years of experience as an Executive Assistant supporting C-level executives or senior leadership in a corporate environment.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational skills with exceptional attention to detail and accuracy.
- Proactive and resourceful problem solver with the ability to anticipate needs and take initiative to address issues.
- Flexibility to adapt to changing priorities and work effectively under pressure in a fast-paced environment.
- Excellent communication skills, both written and verbal, with the ability to interact professionally with individuals at all levels of the organization.
- Ability to handle confidential information with discretion and maintain a high level of professionalism and integrity.
- Strong interpersonal skills with the ability to build rapport and collaborate effectively with diverse teams and stakeholders.

Full time salary position. Typical schedule is weekdays 8 am to 5 pm.

Salary ranges \$65,000 - \$80,000 depending on experience.

Paid vacation, holidays, health care, and 401k benefits.

Drug and smoke free environment.

Must be able to pass background check and have a clean driving record.

To apply, please send a cover letter and resume to [careers@anuraenergy.org](mailto:careers@anuraenergy.org).