

## **Beacon Industries is growing and is now hiring!!!**

Beacon Industries is experiencing steady growth and now has a need to hire an **Administrative Assistant** to support the executive team. This is a great opportunity for someone with great administrative skills that thrives under pressure and enjoys the challenges of managing multiple responsibilities and deadlines keeping the CEO well organized and on track with his monthly calendar!

### **ESSENTIAL FUNCTIONS:**

The **Administrative Assistant** is responsible for providing professional administrative support to the President, CEO. This role will be primarily responsible for managing the CEO's day-to-day schedule, calendars, travel arrangements, and keeping all activities on track when faced with competing priorities. This role will also manage general administrative duties along with special projects and assignments delegated by management.

### **RESPONSIBILITIES:**

- Manages calendar and day-to-day schedule of activities for the CEO
- Independently schedules appointments and arranges meetings, telephone conferences, business lunches and dinners within and outside of the company
- Arranges complex and detailed business travel plans and itineraries
- Handles calls, email, mail and other correspondence as needed
- Keeps the CEO on task with approvals, signatures, etc.
- Helps to prepare financial reports, presentations and analysis
- Drafts and proofreads correspondence as needed
- Ad-hoc projects will be assigned based on ability and need

### **REQUIRED SKILLS:**

- Excellent interpersonal, verbal, and written communication skills
- Proficient in MS Office Suite (Outlook, Word, Excel, PowerPoint)
- Maintains confidentiality of company-sensitive data
- Ability to communicate well with individuals at all levels within organization and outside
- Highly organized and detail oriented
- Ability to work well under pressure
- Team player attitude

### **EDUCATION:**

Advanced degree or combination of college education and work experience is required.

### **EXPERIENCE:**

2-3 years of administrative experience supporting C-Level Executives, Management, and/or ownership, preferably within a manufacturing company is required.

**Beacon Industries offers:**

- **Career opportunities in Advanced Manufacturing**
- **Friendly & Professional Work Environment**
- **Strong Compensation Packages**
- **Lucrative Shift Differential Pay for 2nd & 3rd shifts**
- **Paid Time Off & Paid Holidays**
- **Excellent Health Benefits Package**
- **Plus 401K & Tuition Reimbursement**
- **Referral Bonus Program**

If you're looking to join a growing company that can give you the opportunity to work with skilled team, state of the art machinery, aerospace-grade materials, and cutting edge technology....look no further. Our production team and machinists manufacture some of the most complex parts in our industry, and now you have the opportunity to join our team!

For consideration, please send a copy of your resume to [HR@beacongp.com](mailto:HR@beacongp.com) and complete the application process.

**ABOUT US:**

**The Beacon Group** is a premier supplier of precision aerospace machining. For over 65 years Beacon Industries has been a leading manufacturer of precision structural and rotor products for the Aerospace, power generation and turbo-machinery industries. Our products are crafted with our world-class CNC Turning and Milling (5 axis) machinery and are manufactured to meet the most exacting standards of the aerospace industry. In addition to and in support of our CNC equipment is a full complement of precision and conventional equipment.

Beacon Industries offers competitive wages and benefit packages plus 401K, tuition reimbursement, and second and third shift differential pay.

Beacon Industries is an Affirmative Action Equal Opportunity Employer. EOE M/F/D/V  
Only those who meet the minimum qualifications will be contacted for an interview.

No telephone calls from search firms or headhunters please.