



Title: Executive Administrative Assistant
Location: Lansing, Michigan, United States
Function: Administration
Details: Salaried Exempt

EDL owns and operates a global portfolio of power stations in Australia, North America, and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the Chief Executive Officer, the Executive Administrative Assistant will be responsible for assisting multiple members of the North American Leadership Team. This position will also engage in and coordinate with public relations activities for the North American business.

Key Responsibilities

- Understanding of Chief Executive Officer's schedule. Ensure that there are no conflicts with different meetings and maintain a working knowledge of CEO's travel and daily movement throughout different sites.
- Functions as a support specialist to several members of the North American Leadership Team in many different areas of corporate level business transactions.
- Assist company executive members with maintaining efficient workflow and open lines of communications with internal employees and company stakeholders.
- Develop organizational announcements, PDF's and PowerPoints as requested by Leadership Team for distribution across EDL's global portfolio and to external sources.
- Liaise with Head of Corporate Communications in Brisbane to develop North American public relations communications
- Plan, coordinate and facilitate open house(s) for new locations
- Develop domestic and international travel plans for different members of the Leadership team. Coordinate travel plans with other EDL business entities on a global scale.
- Assist with submission of expense reports by gathering supporting data and documentation by the predetermined deadline.
- Ensure legal documents are translated into standard company letterhead and have been proofread and corrected of grammatical errors.
- Create new and efficient ways to create and maintain systems and process to help increase overall team and company effectiveness and efficiency.
- Performs the collection and preparation correspondence and other documents to be mailed via UPS and other shipping companies.
- Maintain Contract Database to comply with company and legal standards.
- Create file labels and ensure all documents are printed and filed as appropriate.
- Assist with obtaining signatures from the Leadership Team on necessary documents including but not limited to legal transactions.
- Perform regular communication with Corporation Trust in respect to all EDL Entities and Affiliates.
- Attend all planning sessions with the function of taking meeting minutes
- Compile reports based on topics discussed in planning session. Ensure all participants receive copy of meeting minutes and necessary actions.
- Coordinate team events at off-site locations and logistical support as requested.
- Prepare presentations in PowerPoint as requested by the Leadership Team in a variety of different areas of interest.

Qualifications and Experience

- Exemplary organizational, planning and time management skills.

- Ability to maintain strict confidentiality and sensitive treatment of information.
- Excellent written and verbal communication skills
- Ability to prioritize tasks while maintaining efficiency and required deadlines.
- Ability to manage complex and changing schedules.
- Must be detail-oriented while maintaining high level of accuracy, resourcefulness, and efficiency.
- Ability to function effectively and efficiency under limited supervision.
- Ability to be flexible with work location either in the East Lansing office, remote or another EDL location as needed.
- Associate Degree in Business, Communications, or other relevant discipline.
- Minimum 5-7 years' experience working with multiple executive level leadership.
- Prior experience coordinating with international corporate office strongly preferred.
- Proficient in all Microsoft Office Programs including Outlook and Teams with the ability to learn new computer-based software applications and programs.
- Current Notary Public preferred.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume to employment@edlenergy.com, referencing the title of this role.

Applications open until closed.