



Executive Assistant

Are you a master of multitasking with a knack for creating seamless office operations? Do you thrive in a fast-paced environment where no two days are the same? If so, we want YOU to join our team as an Executive Assistant at our dynamic manufacturing company! Five Star is a fast-growing manufacturing company with a focus on innovation, customer service, and a winning mindset.

Primary Responsibilities:

- **Front Desk Management:** Serve as the first point of contact at the front desk, extending a professional welcome by greeting customers, clients, and vendors upon their arrival, ensuring a positive experience. Answer and direct phone calls, take messages, and handle inquiries.
- **Customer Service Excellence:** Act as a liaison between the executive and internal/external stakeholders. Ability to resolve issues efficiently and effectively.
- **Administrative Support:** Handle various administrative tasks including but not limited to data entry, filing, and correspondence to ensure the smooth operation of our office.
- **HR Support:** Schedule interviews, manage documentation procedures, maintain employee records while handling confidential information.
- **Office Coordination:** Manage and coordinate calendars, meetings, conferences, traveling arrangements, handle email communication by filtering through messages and prioritizing correspondence and assist with company events, ensuring all arrangements are handled smoothly.

Qualifications:

- Prior experience in a similar administrative or receptionist role preferred.
- Exceptional communication and interpersonal skills.
- Proficiency in MS Office suite and other administrative tools.
- Strong organizational skills with keen attention to detail.
- Ability to adapt to changing priorities and work in a fast-paced environment while multitasking.

Why Join Us:

- **Dynamic Work Environment:** Be part of a vibrant team where your contributions are valued and recognized.
- **Career Growth Opportunities:** We're committed to fostering the professional development of our employees.
- **Competitive Benefits:** Enjoy a comprehensive benefits package including health insurance, retirement plans, and more.
- **Innovative Culture Work** with cutting-edge technology and industry-leading practices in manufacturing.

Core Values: Innovative, Winning Mindset, Loyal & Dedicated, Customer Focused, High Standards

If you're ready to take your administrative skills to the next level and be an integral part of our team, apply now as our Executive Assistant. Join us in shaping the future of manufacturing excellence!

Apply at hr@fivestarbodies.com or in person at 8899 368th Avenue Twin Lakes, WI 53181