



**Job Title- Administrative Assistant**

Orange, CT - Full Time - (37.5 hrs/wk)

**Job Description**

The administrative assistant will primarily support the CEO in a fast-paced environment. The focus of the role is wide ranging day-to-day tasks including project management and planning in a professional and personal capacity. The position also supports organizational and operational functions.

The ideal candidate must be poised, professional, detail oriented, proactive and confident in their decision-making and problem solving skills. The administrative assistant must be comfortable with technology. The candidate will place emphasis on conserving the CEO's time and will represent the WubbaNub brand in a positive professional manner and exemplify our core values and mission statement.

**Responsibilities (including but not limited to):**

- Administrative and clerical tasks
- Handle sensitive material
- Draft correspondence on behalf of CEO
- Conduct research, analyze, report findings
- Act proactively, anticipate needs and follow through.
- Manage both long term and short deadlines
- Prioritize projects
- Preparation & coordination for meetings (create presentations, coordinate printing of collaterals, schedule)
- Organizing/maintain files
- Prepare reports
- Coordinate travel
- Support in managing calendar
- Project Management
- Maintenance of office equipment
- Manage and order office supplies
- Welcomes guests and responds to inquiries
- Support for HR and other departments as needed
- Liason for IT consulting company
- Intakes deliveries and distributes

**Qualifications**

- Degree in business/ business administration or related field
- Strong written and verbal communication
- Team player
- Strong organizational & project management
- Ability to multi-task and prioritize

**About Trebco Specialty Products, Inc.**

Trebco Specialty Products, Inc., is the parent company of the award-winning, WubbaNub brand. Our corporate office is located in Orange, CT.