

Executive Administrative Assistant

North American Recovery, Utah's premier collection agency for 28 years, has an exciting full-time position available in our fast-paced professional office. Our company is growing at a rapid rate, and we need someone who can assist our Senior Management team as our Administrative Assistant. We are looking for someone who can work closely with our team on a daily basis and assist with various administrative projects and one-off items. This will be a rewarding position for someone who would like to see the inner workings of the company and how we run the business and assist us with the successful operation of the company. This person will be a vital part of our team and receive on-going management training from our team who has a combined 75 years of experience managing and running a company. The hours are from 8:00 A.M. to 4:30 P.M., Monday through Friday. Below are examples of tasks our Administrative Assistant will perform:

Administrative Assistant Duties

- Working closely on a daily basis with all senior managers and the owner of the company to address various business administrative items.
- Managing content on our social media sites
- Assist management with the interviewing and hiring of new employees.
- Complete background checks for new hires and current personnel
- Assist with onboarding of new employees.
- Assist with the annual employee satisfaction survey and required annual testing of FDCPA, state collection laws, anti-sexual harassment training and testing, and other annual training and/or testing topics as required.
- Complete other miscellaneous administrative duties and responsibilities as requested.

Required Skills:

- Excellent written & spoken communication skills.
- Excellent judgment in social situations
- A high level of sophistication
- Exceptional organizational skills
- Happy, upbeat, positive attitude
- Tact & diplomacy
- A keen sense of social decorum
- Highly intelligent
- Excellent interpersonal and relationship skills
- Exceptional follow-up

The person who fills this position will must present the highest level of professionalism in every interaction. He or she will also have a pro-active approach to the position and be willing to make the necessary commitment to ensure that all aspects of the job are completed. The successful candidate will have a positive outlook on life in general, and this positive attitude will project a good image for the Company.

Required Education & Experience:

Minimum education of a High School Diploma. Bachelor's degree is a plus but not required. Real-world experience as a top-level Professional Personal Assistant (or similar experience) with an in-depth understanding of what it takes to be a personal assistant to an executive. Experience with Human Resource policies and procedures is a plus but not required. *We will train the right person.*

Income

Income will be based your talent, experience, education and work ethic. I'm willing to pay top dollar to the right person. The starting pay is \$25.00 per hour, which is \$50,400/year. We offer excellent health insurance, a generous 401K matching plan, paid vacation, a paid day off on your birthday, excellent health insurance benefits, and more!

If you're smart, talented, and motivated, and if you want a challenging *and* rewarding position, this job is for you. E-mail a detailed cover letter with a description of your talents and strengths, with specific examples, and a resume to DaveSaxton@North-American-Recovery.com If you'd like to know more about our company visit our website: www.North-American-Recovery.com. Visit our LinkedIn page <https://www.linkedin.com/company/north-american-recovery>. Equal opportunity employer.