

Executive Sales Assistant

Division: South Bend, Indiana

Would you like to:

Do what you love?

Work with the right people?

Make your mark?

Get paid appropriately?

Have time for life?

At Abtrex Industries. a 50+-year-old family business, we all work together doing exactly that and we would love for you to join our Abtrex family.

Our sweet spot? We specialize in rubber lining. Our purpose is to protect our customer's assets and the environment from the bad stuff. Our clients are companies with process, storage and ancillary steel equipment needing protection from abrasion and corrosion anywhere in the world.

We are currently looking for an Executive Assistant to support our Sales team at our Headquarters in South Bend, IN. If you have experience working in a senior executive assistant role in an industrial setting – or want that experience – this role will be a great fit.

You will love it here if you:

- Get it done
- Believe reputation is key
- Are growth oriented
- Focus on safety
- Industrial Executive Assistant/Senior Assistant experience

Do you have the capacity to:

- Answer calls and emails from customers about product pricing and availability- route them to the appropriate Abtrex team member
- Schedule appointments for senior executives- follow up with status updates and next steps

- Conduct research on potential clients or industries- use industry publications and databases to identify potential opportunities or threats to company operations
- Coordinate travel arrangements- book flights, make hotel reservations and arrange car service
- Provide administrative support to executive staff members- manage calendars and arrange meetings
- Performing administrative tasks- file documents, maintain database of contacts and order office supplies
- Ensure accuracy and consistency of company marketing materials
- Maintain customer relationships- provide customer service and answer questions about products and services
- Coordinate events (i.e. conferences or trade shows)- schedule speakers and exhibitors and arrange catering services
- Create job folder
- Release travelers to production
- Champion Production scheduling calendars

You'll have success here if you value clear processes and feel qualified to do the following things:

- Supply products and knowledge
- Apply creative quality solutions to minimize customer downtime
- Establish relationships that customers can rely on

We train our team to help them succeed, and everyone on our team helps with our success.

Our company runs on EOS purely. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Communicates well
- Has effective meetings
- Meets one-on-one with you quarterly or more, if needed
- Rewards and recognizes your performance

Benefits offered by the company:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance
- Short Term Disability

Job Type: Full-time

Pay: From \$23.00 per hour