

Executive Assistant

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Company: The Mice Groups, Inc.

Location: Naperville

Category: other-general

Job Title: Executive Assistant to the Chief Operating Officer

Employment Type: Direct Hire

Location: Naperville, IL

Status: Hybrid onsite

Description:

We are looking for a candidate with experience in a company operating in the SAP world. While proficiency in using the software is not required, a solid understanding of SAP-related language and acronyms is essential. This individual will play a key role in supporting the team by grasping the intricacies of SAP terminology and facilitating effective communication. The Executive Assistant will take on operational responsibilities, relieving the COO of routine tasks and allowing them to focus on strategic aspects of company development.

Key Responsibilities:

- Manage onboarding and offboarding processes
- Create and maintain company documentation
- Provide tactical oversight of expense submissions
- Oversee licensing and access to various software platforms
- Support HR administrative functions

Coordinate with the IT department for account access and laptop setups

Manage contracts, and agreements, and coordinate insurance coverage

Checklist for Success:

Acute attention to detail

Self-motivated and action-oriented

Superb organizational skills

Exceptional communication skills (written and verbal)

Understanding of a Supply Chain Environment

Basic understanding of SAP: previous experience in a company that provided services in SAP or who ran their operations using SAP.

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