

EXECUTIVE ADMINISTRATIVE ASSISTANT

Requisition Number: 20-07
Job Title: Executive Administrative Assistant
Career Level: Mid-Level
Location: Littleton, Colorado
Relocation: Negotiable
Years of Experience: 5-10 years
Travel: None

Job Description: This position will perform a full range of complex administrative work assignments supporting OAI Executive Management. The role will involve initiative, diplomacy, flexibility, discretion and judgment in performing daily job duties and responsibilities. Exclusively maintains Executive Management calendars, meetings, and domestic and international travel arrangements. Interfaces with internal and external high level customers and executives. Multi-tasks effectively in a fast-paced and dynamic work environment. Ensures efficient and maximum use of Executive Management time. Pursues opportunities to change or streamline processes or approaches. Determines priorities in regards to non-routine situations. Performs additional special assignments as required by Executive Management.

- Basic Qualifications:**
- 5+ years of experience performing Executive Administrative Assistant duties
 - Sustained effective multi-tasking in a fast-paced and dynamic environment with continual conflicting priorities
 - Excellent interpersonal skills, both oral and written, the ability to work well with all levels of internal management and staff, as well as outside clients and vendors
 - Self-starter, with strong initiative
 - Determines priorities in regards to non-routine situations
 - Must be very flexible and possess strong time management skills and project coordination experience sufficient to work independently and execute projects with minimal supervision
 - Ability to multitask and prioritize daily workload

- Required Skills & Knowledge:**
- Discretion in dealings with highly sensitive OAI proprietary and third party vendor contractual information
 - Attention to detail and exemplary organizational skills
 - Advanced knowledge of Microsoft Office Suite and Outlook
 - Proficient at coordinating complex travel arrangements, including international travel, reconciliation of expense reports

- Desired Skills:**
- Data entry experience a plus
 - Accounts Payable processing and procedures

About OAI: OAI is on a mission to advance the future of space through innovative and groundbreaking technologies that Enable Your Journey Through Space. Our employees are the foundation of OAI and our products and services reflect their vision of the future. Our team members come from a variety of backgrounds and experiences, and have an unwavering commitment to always do the right thing for OAI's customers, teammates, and stakeholders. They leverage their own skills and that of their peers to unlock the next solution that will revolutionize space. Our company culture is driven by this passion for disruption in the space industry, fosters employee growth and development, and promotes collaboration within our community.