

Executive Assistant to CEO

We need results-driven people who can make significant impact in a dynamic Software as a Service (SaaS) company full of opportunity. We are looking for a highly dynamic individual who thrives in a challenging, fast-paced environment providing superior solutions to make automotive dealers run more effectively.

For more information about One View, please visit: <http://www.one-view.com>.

Overview

Assists management by performing confidential, clerical and administrative duties, thereby relieving management of minor, often routine business detail otherwise important to the operation of the facility. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Essential Duties and Responsibilities

Manages the implementation of One View hardware, software, and services in auto dealerships

- Organizes office operations and procedures for the efficient flow of work within the administrative office as well as the integration of interdepartmental workflow and sequence.
- May take and transcribe dictation, in addition to performing oftentimes advanced clerical and administrative duties. Establishes uniform correspondence procedures and style practices. Composes and types general correspondence based on knowledge of management views and/or verbal instructions for management approval.
- Reviews and organizes management email and cleans up contact information inputting new contacts into database
- Prepares
- Makes appointments, gives information and/or directs callers and opens mail, exercising judgment concerning priority. Reads outgoing correspondence for policy or viewpoint conflicts. Summarizes content of incoming materials.
- May perform human resources type duties to include disseminating corporate and facility policies and procedures in addition to clerical duties related to employee performance, status changes, benefits enrollment and similar ancillary duties.
- Establishes and maintains effective working relations with a wide spectrum of employees, officials, and the public.
- Input information into NetSuite to build new business opportunities as requested
- Arranges travel schedules and reservations.
- Performs other duties as assigned.

Essential Education, Skills, and Environment

Education and Work Experience

- High school diploma or equivalent certification required.
- Minimum of two (2) years experience in a responsible administrative secretarial position or related field. Appropriate accreditation and/or certification in related field may supplement work experience requirement.

Job Description



- Proficient with general PC application software products (Microsoft Office suite).
- Ability to exercise initiative, judgment, and knowledge in the performance of complex, confidential, and sometimes difficult duties.

Required Knowledge and Skills

- Consultation skills with customers on business objectives and best practices
- Experience training customers on new technology
- Strong problem-solving methodologies, analytical focus on root cause
- Proven client care skills to maintain and enhance client relationships
- Intellectual curiosity
- Exceptional organizational and planning skills
- Exceptional interpersonal and communication skills
- Excellent writing skills
- Detail oriented and dedicated to quality work.
- Handles stressful situations and deadline pressures well
- Plans and carries out responsibilities independently
- Demonstrate ability to pass pre-employment testing to include background checks and drug test

Desired Application Expertise

- Office Suite of products (Word, Excel, Outlook, Teams, etc)
- Flow charting
- Project scheduling
- Spreadsheets
- NetSuite
- Teamwork
- Kaseya
- Windows Systems Administration
- Dealership Management System Experience

Reporting Structure

This role operates under moderate supervision and reports directly to the CEO.

Location

This role is located in the corporate headquarters in Indianapolis, IN.

One View is an Equal Opportunity Employer M/F/D/V. If you have any difficulty using our online system and you need an accommodation due to a disability, you may use this alternative email address to contact us about your interest in employment: