



## **Executive Administrative Assistant to the COO**

Wings CRS is seeking resumes for several energetic, competent Executive Administrative Assistants with experience supporting a COO, to join this unique, life-saving global start-up.

While we love candidates with experience, we love ATTITUDE more! Attitude empowered with empathy, securely within the heart of a servant-leader who is a strongly intuitive, confident self-starter, out-of-the-box thinker, supportive team player, and capable problem solver, not a problem creator. Our ideal candidate possesses exceptional communication skills, loves people no matter what race, religion, or ethnicity, and is unafraid to tackle any task, or to travel to the four corners of the earth to do a purposed work that is greater than themselves, and above all, is deeply passionate and committed to saving lives.

You will work on a one-to-one basis on a variety of tasks related to the COO's working life and communications, providing personalized secretarial and administrative support in a well-organized and timely manner. International travel will be required to support executive operations.

## **Responsibilities**

- Act as the point of contact between the executives and internal/external clients in a military & government contractor/partner environment.
- Undertake the tasks of receiving calls, taking messages, and routing correspondence.
- Handle requests and queries appropriately.
- Maintain a diary, arrange meetings and appointments, and provide reminders.
- Make travel arrangements including coordinating security for executives.
- Take dictation and minutes and accurately enter data.
- Monitor office supplies and research advantageous deals or suppliers.
- Produce reports, presentations, and briefs including budgets.
- Develop and carry out an efficient documentation and filing system.
- Performs all additional qualified duties as instructed.
- Conduct meetings on behalf of the COO.

## **Requirements & Qualifications:**

- A passion for the mission.
- 10 years minimum proven experience as an executive administrative assistant or similar role with 5 years minimum experience supporting a CEO or COO.
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office 365 including Visio.
- Military contracting or direct military experience is required.
- Proficiency in English. Foreign languages are a plus.
- Exemplary planning and time management skills.
- Up to date with advancements in office gadgets and applications
- Reading comprehension and the ability to properly articulate with high-level officials.
- Ability to multitask and prioritize daily workload.
- Discretion and confidentiality
- Foreign relations experience is preferred.
- Bachelor's Degree required. Master's degree is preferred.

**Hiring Location:** Boerne, Texas

Wings CRS is an EEOC company.

Wings CRS is fully committed to promoting wellness to create both a healthy and safe environment for all employees, volunteers, patients, and visitors.

In addition, Wings CRS has a LIMITED TOBACCO PRODUCT USE policy, and will not hire individuals who use or test positive for nicotine products. Candidates who desire to cease the use of nicotine products as a condition of their employment must agree to complete a nicotine cessation program under the guidance and monitoring of Wings CRS health professionals.

All candidates must go through an extensive evaluation to include thorough background checks, as well as drug, alcohol, and nicotine testing, as a precondition of their employment, and all employees must submit to random substance testing as a condition of their employment.