



**Location for this position:**

**Rowmark**  
**5409 Hamlet Dr.**  
**Findlay, Ohio 45840**  
**[www.rowmarkllc.com](http://www.rowmarkllc.com)**

**Title:** Executive Administrative Assistant

**Reports To:** Vice President of Human Resources

**Primary Purpose:** We are looking for an Executive Assistant to support our executive team. This person will manage business related tasks for the team such as creating reports, organizing travel and accommodations, taking meeting minutes and other organizational tasks. The ideal candidate will have a cheery disposition, impeccable organizational skills, have expert level understanding of the full Microsoft Office suite, be extremely fast at solving problems and have proven experience as an executive or administrative assistant.

**Expected Attributes of Employees:**

- Ability to stay calm and on task in high stress situations
- Exhibit a positive attitude.
- Show personal drive, ambition, and ownership of work.
- Demonstrate a high degree of integrity, honesty and trustworthiness.
- Establish personal and professional goals.
- Balance issues emotionally and objectively.
- Communicate at the most direct level.
- Maintain a strong work ethic and inspire others.
- Empathize with other employee concerns.
- Function as a team player

**Qualifications:**

- Associates degree required. Bachelor's degree preferred.
- Minimum 5 years' experience as an executive administrative assistant, senior executive assistant or in other administrative positions.
- Full comprehension of office management systems and procedures.
- Exemplary planning and time management skills
- Up to date with advancement in office technology and applications.
- Ability to multitask and prioritize daily workload.
- Discretion and confidentiality
- Effective communicator through both verbal and written means.

**Primary Duties & Responsibilities:**

- Be a leader and demonstrate executive presence
- Negotiate costs for meeting venues, lodging and catering
- Create and maintain rosters and distribution lists for e-mail and voicemail communications
- Act as the point of contact between the executives and internal/external clients
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Filing and retrieving corporate records, documents and reports



- Researching and conducting data to prepare documents for review and presentation by board of directors, committees and executives
- Handle requests and queries appropriately
- Maintain calendars/schedules, arrange meetings and appointments and provide reminders
- Make travel arrangements
- Record meeting minutes accurately enter data
- Monitor office supplies and research advantageous deals or suppliers
- Produce reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system
- Perform all other tasks as assigned.

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***At Rowmark, we are passionate about making our customers look great!***

We proudly manufacture, market and distribute of a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success.

Rowmark's family of companies is headquartered in Findlay, Ohio, where it manufacturers its plastic sheet materials in a new 88,000 square foot facility. Our extensive product line of sheet materials are distributed in over 80 countries around the world.

Rowmark also owns and operates a separate lamination and film business unit in Trenton, NC as well as an additional customer service/distribution centers located in Belgium and Australia. In June 2018, our company partnered with Windjammer Capital, staging us for major growth.

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Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to [kwinner@rowmark.com](mailto:kwinner@rowmark.com)