



## EXECUTIVE ASSISTANT

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We are seeking an Executive Assistant to provide administrative support to upper management. Your daily responsibilities will include conducting research, preparing statistical reports, entering data into our system, running reports, and handling information requests. You will also perform clerical duties, such as preparing correspondence, arranging conference calls, scheduling meetings, and taking notes at meetings. Our ideal candidate can manage a large, diverse workload and knows how to prioritize tasks in a fast-paced environment.

### **Job Responsibilities**

- Provides high-level administrative support and assistance to the Managing Members
- Performs clerical and administrative tasks including drafting letters, memos, reports, and other documents for senior staff
- Plan, organize and implement events, such as meetings, business luncheons, or client dinners
- Manage executive schedule and act as a liaison for the executive team
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes
- Prepare reports, presentations, and data, as well as maintain files, records, and correspondence for meetings
- Performs additional duties as assigned by executives

### **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

### **Knowledge And Experience**

- 3+ years of experience as an Executive Assistant or a similar role
- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel)
- Experience scheduling appointments and updating calendars
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment
- Able to type minimum of 50 words per minute

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*Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world -Archimedes*



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### **Security Clearance Requirement**

- Subject to a security investigation and may need to meet eligibility requirements for access to classified information and a SECRET, TS, or TS/SCI clearance may be required as well.

### **Education**

- High school diploma or equivalent required
- Bachelor's degree in Business Administration or related field preferred

### **Benefits include:**

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 13 Paid Holidays each year
- 9/80 Work Schedule

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***The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.***

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Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment.

