**OFFICER JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Lee Consulting, Inc.

**Address**: 6543 Maple Ave., Newpark, IL 09876

**Phone**: 555-957-6845

**E-Mail**: personnel@leeconsulting.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Office Executive

**Reports to**: Chief Executive Officer

**Job Location**: 6543 Maple Ave., Newpark, IL 09876

**Start Date**: August 1, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

We are in search of an office executive to join our C-suite to support overall function and output from our headquarters in Newpark, IL.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Analyze reports; | * Collaborate with other executives; |
| * Direct office operations; | * Hire office staff; |
| * Negotiate office contracts; | * Oversee the headquarters’ budget. |

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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree or higher; | * Clear communication skills; |
| * Problem-solver; | * Efficient time-management; |
| * Five (5) or more years’ experience in a related field; | * Proven leadership abilities. |