**OFFICER JOB DESCRIPTION**

|  |
| --- |
| **EMPLOYER INFORMATION** |

**Name**: Lee Consulting, Inc.

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

**Phone**: 555-957-6845

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

|  |
| --- |
| **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**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

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

|  |
| --- |
| **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.

|  |
| --- |
| **RESPONSIBILITIES AND DUTIES** |

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

|  |
| --- |
| **QUALIFICATIONS / REQUIREMENTS** |

|  |  |
| --- | --- |
| * 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.
 |