

# 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:**  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;
- Direct office operations;
- Negotiate office contracts;
- Collaborate with other executives;
- Hire office staff;
- Oversee the headquarters' budget.

## QUALIFICATIONS / REQUIREMENTS

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

