

## About Titan Electric

Titan Electric began in Chicago, IL in 2006. Presently, Titan Electric Companies has developed into a network of (5) offices. Current locations include Atlanta (GA), Chicago (IL), Dallas (TX), Orlando (FL) and the Company Headquarters resides in Tampa (FL). We are fortunate to have found, in these other locales, leaders that share our core values, and have led the growth into these various markets with expertise in new construction, tenant build/interiors, mission critical, service, low voltage and design build services. We have extensive relationships with owners, general contractors, brokers, developers and property managers. We strengthen these relationships by providing quality work that exceeds our customer's requirements and expectations.

Titan Electric Companies have completed projects around the country in the mission critical, commercial, high-rise multifamily, hospitality, health care, distribution, and industrial vertical markets. We have a team of project management professionals that include Project Executives, Electrical Engineers, Senior Project Managers, Project Managers and Assistant Project Managers. Titan constantly trains our team in all facets of project management and field installations, emphasizing training in safety. Our constant goal is to be continually proactive in assisting and teaming with our customers, to help provide the opportunity to achieve a successful project for all.

## Executive Assistant to the Chairman, CEO, COO and CFO

Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Chairman, CEO, COO and CFO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive activities; and oversees special projects. The Executive Assistant must be creative and enjoy working within a growing subcontractor environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

## Roles and Responsibilities

### Executive Support

- Completes a broad variety of administrative tasks for the Chairman, CEO, COO and CFO including:
  - managing an extremely active calendar of appointments; completing expense reports;
  - composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.



- Plans, coordinates and ensures the Chairman's, CEO's, COO's and CFO's schedules are followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Chairman's, CEO's, COO's and CFO's time.
- Assists with researching, prioritizing, and following up on incoming issues and concerns addressed to the Chairman, CEO, COO and CFO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Chairman's, CEO's, COO's and CFO's offices and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to help organize upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the right people updated.
- Demonstrates professional leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the Chairman, CEO, COO and CFO, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Communicates and prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

### Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings, attending all meetings and maintaining meeting notes if applicable.
- Assists in coordinating the agenda and accommodations of senior management team meetings, off-sites meetings, and all-staff meetings.
- Facilitates cross-divisional coordination of travel, outreach plans communications and partnerships.
- Ensures that the Chairman's, CEO's, COO's and CFO's bios are kept updated and coordinates requests for materials regarding the Chairman, CEO, COO and CFO and the organization in general.
- Edits and completes drafts and final written communications.

### Strategic Initiatives

- Works with the Strategic Initiatives team in coordinating the Chairman's, CEO's, COO's and CFO's activities.
- Follows up on contacts made by the Chairman, CEO, COO and CFO and supports the cultivation of ongoing relationships.
- Edits and creates acknowledgement letters from the Chairman, CEO, COO and CFO to donors

### Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.



- Very strong interpersonal skills and the ability to build relationships with team members and if applicable customers and vendors
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

### Education and Experience Requirements

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting C-Level Executives
- Experience and interest in internal and external communications, partnership development
- Extremely Proficient in Microsoft Office365 (Outlook, Word, Excel, Teams and Power Point)
- Knowledge of PDF platforms (Bluebeam) and Social Media web platforms.

Excellent benefit package that includes medical, dental, life, 401(k), transportation subsidy, and more.

*Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.*

**POWERING THE FUTURE**