

Executive Assistant Wanted

The Hess Auction Group, located in Manheim, PA has been servicing the auction community since 1996. As one of the most active auction companies in the area, we conduct over 250 auctions each year including Hess on Location, Hess Conestoga Gallery and Hess Online Only. Hess Auction Group is recognized for providing the highest level of professional service to our customers and focuses on Relationships, Integrity, Trust and Excellence in the auction industry.

We are seeking a highly organized and proactive Executive Assistant to support our executive team. The successful candidate will be responsible for providing comprehensive administrative support, managing schedules, and facilitating efficient communication within the organization.

Key Responsibilities

- Manage owners' calendars, including scheduling meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, and proposals.
- Assist in the preparation of meetings, including agenda development and minute-taking.
- Handle confidential information with discretion and maintain a high level of professionalism.
- Perform general office duties, including answering phone calls, managing emails, and maintaining filing systems.

Qualifications

- Proven experience as an executive assistant or in a similar administrative role.
- Proficiency in MS Office (MS Excel and MS Word in particular)
- Excellent organizational and time management skills.
- Strong written and verbal communication abilities.
- Ability to work independently and as part of a team.
- High level of discretion and confidentiality.
- Strong problem-solving skills and attention to detail.
- Paid time off, including vacation and holidays.
- Collaborative and supportive work environment.
- Auction industry knowledge a plus but not required