



**Carter Logistics, LLC**

**Position Required:** Executive Assistant

**Shift:** First Shift – 8:00AM to 5:00PM

**Job Description:** The Executive Assistant will be responsible for the everyday administrative support to the President & CEO and other key executive staff and will assist in headquarter support with our parent company, Hitachi Transport System in Tokyo.

**Department:** Sales & Marketing

**Manager/Supervisor:** Director of Marketing & Communications

**Job Summary:** The Executive Assistant will fulfill a unique role within our company. First and foremost the individual will serve as our President & CEO's personal administrative assistant and liaison with our Parent Company, Hitachi Transport Systems. HTS, our parent company, is a Japanese company so Japanese language proficiency is required. This position will assist in all HTS HQ requests, including annual budgets, audits, monthly reports, governance-related support and presentations under the direction of our CEO, CFO & COO. They will also support our sales team with presentations and customer relations with Japanese customers or customers shared with our sister companies. Other tasks include document management, scheduling meetings, booking travel and welcoming guests and visitors. Due to the multiple functions of this position, strong time management and multi-tasking abilities are required.

**Minimum Requirements:**

- Associate Degree in Business Administration or Equivalent Required; Bachelor's Degree Preferred
- Microsoft Office Proficient; especially Outlook, Word & PowerPoint
- Bilingual in English & Japanese
- 3-5 Years of Work Experience

**Abilities Required:**

- Excellent Business Communication Skills in both English and Japanese
- Excellent Time Management Skills
- Ability to Work Well in a Team Environment
- Customer Service Experience
- Ability to Multi-Task and Manage Multiple Projects at One Time
- Customer Relationship Management (CRM) Software Proficiency Preferred
- Knowledge of Logistics Industry &/or Accounting Knowledge Preferred

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required by personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company.

Carter Logistics, LLC is an equal opportunity employer. We make all employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by applicable law.

**If interested in the opening listed, please email your resume to [jessica.warnke@carter-logistics.com](mailto:jessica.warnke@carter-logistics.com).**