



Executive Assistant to the President

Summary:

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking an Executive Assistant to provide administrative support to the President. The ideal candidate will be able to handle multiple tasks efficiently while working in a fast paced environment.

Responsibilities:

- Calendar management and scheduling appointments.
- Answers and screens incoming calls.
- Oversee travel arrangements for both domestic and international travel.
- Manage expense reports.
- Compose letters and edit technical documents.
- Create Power Point presentations
- Run occasional errands, as needed
- Reception back up.
- Other duties as assigned.

Skills:

- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and customer service skills.
- Proficient understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite products and/or related software.



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- Professional and courteous manner.

Education and Experience:

- High School diploma or equivalent required. College degree preferred.
- A minimum of 5 years of administrative support experience.
- U.S. citizenship required. Must have the ability to obtain or maintain DoD SECRET clearance.

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan