

<b>Job Title: Executive Assistant</b>	<b>Location: Tampa, FL</b>
Direct Report: Zach Martin, President	Overnight Travel: <5%

**Company and Position Overview:**

Named one of Tampa Bay’s best places to work for 2023, BTR is North America’s number-one source for capital, growth, and operational fleet solutions to essential services industries. At BTR, we work with Fortune 500 companies, municipalities, and a network of independently owned companies in the supply chain, refuse and recycling industries. Founded in 2002, BTR is a rapidly growing customer focused organization that is seeking a highly motivated and success-oriented Executive Assistant to directly support the activities and functions of both the President and CEO, along with indirectly scheduling and transferring of activities and information for the executive team and specific company functions.

**Essential Job Functions:**

- Coordinate and support the activities and functions for both the President and CEO by managing information flow in a timely and accurate manner.
- Coordinate and confirm the daily schedules, phone calls, and emails as requested of the President and CEO.
- Plan, coordinate, and review travel for President, CEO, and as requested of other BTR executives.
- Coordinate key meetings(quarterly board, annual retreats, weekly update) between the executive team and other key stakeholders.
- Work with BTR Office Administrator to coordinate logistical needs of BTR training, customer visits, and other company events.
- Establish program and schedule executive team engagement with entire BTR team.
- Maintain confidentiality of highly sensitive information.
- Record meeting minutes and notes and circulate amongst relevant parties.
- Perform other duties as assigned based on business needs.

**Qualifications:**

- A minimum of five years of relevant professional work experience.
- Must have thorough knowledge and proficiency in Microsoft Outlook and Office Suite.
- Organized, detail -oriented and strong problem-solving capabilities.
- Excellent reliability, integrity, confidentiality, and professionalism.
- Demonstrated written and oral communication skills.
- Demonstrated ability to work independently and as a team.
- Experience dealing with confidential information.
- Ability to drive a car and hold a valid and current driver’s license.

At BTR, we are an equal opportunity employer and encourage applications from all qualified candidates, however only those considered for the position will be contacted.

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Please direct all inquiries to Zach Martin at zach@bigtruckrental.com or by cell (304) 215-2929

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