



Bay State Milling Job Description

Job Title: Executive Assistant
Department: Finance
Reports To: Chief Financial Officer
Location: Quincy, MA (Corporate HQ)
FLSA Status: Exempt - Salaried

ABOUT BAY STATE MILLING COMPANY

For 125 years, Bay State Milling’s purpose has been to provide food ingredients to promote the growth of nutritious, sustainable and accessible food choices. This relentless pursuit of better has spanned five generations of family ownership and continues to evolve as our food system—and the way we eat—changes.

We recognize that the universe of plant-based foods is constantly changing and responding to consumers’ desire for variety, healthfulness, great taste and affordability in their food choices. Our goal is to stay a step ahead of our customers’ needs, while always maintaining the trust they have placed in us for generations.

WHAT WE OFFER

- Comprehensive benefits package, including two medical plan options, Company-paid dental, vision, Company-paid short and long term disability coverage, Company-paid life insurance, optional term life insurance, accident insurance, and critical illness insurance.
- Matching 401(k) plan (Roth option available).
- Vacation time, floating holiday, sick time, and holiday pay for all full-time employees.
- Tuition reimbursement program.
- Paid family leave for all new parents following birth, adoption, or foster care placement.
- Flexible work arrangement options.

JOB SUMMARY

Bay State Milling Company is seeking an energetic, efficient, and experienced Executive Assistant to join our team in Quincy, MA (hybrid work model). This position will primarily support our Chief Financial Officer and Senior Director of Corporate Finance but will also provide support in a few other areas as needed. The position requires complete discretion and confidentiality as well as precise attention to detail and the ability to multi-task and prioritize projects while working independently.



ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. This list is not exhaustive and other duties may be assigned.*

- Provides day-to-day support primarily to the Chief Financial Officer, with some additional support to the Senior Director of Corporate Finance. Tasks may include (but would not be limited to):
 - Calendar and schedule management.
 - Preparing confidential correspondence and legal documents.
 - Scheduling and supporting various meetings both internally and externally.
 - Maintaining email, phone calls and contacts.
 - Coordinating travel plans.
 - Preparing expense reports.
- Assists in preparation and execution of all quarterly and annual Board of Directors and Board Committee meetings. Tasks include:
 - Preparing some necessary presentations and materials.
 - Planning meetings and coordinating logistics
 - Serving as an administrator of the Diligent BoardBooks software
 - Publishing meeting minutes and other relevant documents.
- Distributes required reporting to the Board of Directors, lenders, and other stakeholders as needed.
- Locates and collects all information requested as part of multiple annual company audits, compliance reporting and insurance policy renewals.
- Acts as liaison with company employees in manual insurance compliance requests.
- Edits, proofreads, and assists in the execution of various legal documents as needed. Acts as liaison with outside counsel on legal matters.
- Facilitates weekly and monthly staff meetings, and also supports the CFO in the successful execution of Company-wide addresses and events, utilizing Zoom and Teams teleconference technology.
- Serves as the Company liaison to building/property management for the Quincy Office. Coordinates management of the Quincy HQ office.
- Maintains and upkeep organization of contract and legal document storage.
- Maintains physical and electronic files for the Finance Department.
- Completes other various tasks and projects as assigned.



QUALIFICATIONS *to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and EXPERIENCE

- 7+ years' experience as an Administrative or Executive Assistant.
- Some college coursework or equivalent work experience.
- Advanced-level skills with Microsoft software applications (Outlook, Word, Excel, PowerPoint, Teams).
- Basic knowledge of accounting terms and concepts in order to effectively support a busy finance team.
- Basic knowledge of Adobe Acrobat.
- Previous experience working with Microsoft AX is preferable.

LANGUAGE SKILLS

Excellent oral, written, and interpersonal communication skills.

OTHER SKILLS & ABILITIES

- Strong relationship building skills with a focus on stakeholder support, communication, and team-building.
- Ability to work independently and cooperatively across functions.
- Excellent time management and organizational skills.
- Ability to work under strict deadlines.
- Flexible team player.
- Strong attention to detail.
- Ability to utilize complete discretion and confidentiality when completing all assigned tasks.

PHYSICAL DEMANDS: *The physical demand described here are representative of those that must be met by an employee to successfully perform he essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ordinary ability to see, hear and speak.
- Ability to travel domestically and sometimes internationally as needed.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Primarily an office environment, remote or at a Bay State Milling facility.
- Comfortable with performing business needs while traveling (as needed).