



## Bay State Milling Job Description

**Job Title:** Executive Assistant  
**Work Location:** Wichita, KS – hybrid  
**Department:** Corporate - CWM  
**Reports To:** EVP CWM  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Date Revised:** 3/7/2024

### SUMMARY

Bay State Milling Company is seeking an energetic, efficient, and experienced Executive Assistant to join our team in Wichita, KS (hybrid work model). This position will primarily support our Executive Vice President/General Manager – Core Wheat Milling but will also provide support to multiple areas of the business. 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 Executive Vice President/General Manager – Core Wheat Milling, with some additional support as directed. 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.

Serves as the Company liaison to building/property management for the Wichita Corporate Office.

Assists in preparation and execution of all quarterly and annual Board of Directors and Board Committee meetings. Tasks include working with the EVP CWM in preparing some necessary presentations and materials, helping to plan meetings, coordinate logistics and publish relevant documents on behalf of the EVP CWM.

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 and compliance reporting.

Edits, proofreads, and assists in the execution of various legal documents as needed. Acts as liaison with outside counsel on legal matters.



Maintains physical and electronic files for the Core Wheat Milling business unit.

Facilitates weekly and monthly staff meetings, and also supports the EVP CWM in the successful execution of Company-wide addresses and events, utilizing Zoom and Teams teleconference technology.

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.
- Bachelor's degree; or equivalent combination of education and experience.
- Advanced-level skills with Microsoft software applications (Outlook, Word, Excel, PowerPoint, Teams).
- Basic knowledge of Adobe Acrobat.
- Previous experience working with Microsoft AX or PowerBI 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.