



**Please submit your resume, cover letter, 3 professional references and a signed OLEDWorks [application agreement](#) to [careers@oledworks.com](mailto:careers@oledworks.com) for consideration of employment.**

**Position Title:** Executive Assistant  
**Department:** Administration  
**Division:** Administration  
**Reports To:** CEO  
**FLSA Status:** Non-Exempt  
**Primary Hours:** 8:30AM – 5:30PM

#### **About Us:**

OLEDWorks' mission is to empower our inspired customers through pioneering development and manufacture of the world's best and most affordable OLED lighting devices.

Creating world-class, cost-effective solutions requires an entirely new approach that breaks from traditional OLED manufacturing paradigms. With production in Aachen, Germany and in Rochester, New York, OLEDWorks boasts two innovative and complementary manufacturing platforms that deliver affordable OLED solid state lighting panels. OLEDWorks is uniquely positioned to offer volume production while expanding product portfolio to enhance design inspiration.

With a focus on performance excellence, flexibility and responsiveness, OLEDWorks enables our customers to adapt quickly to market demands. OLEDWorks is singularly positioned to deliver OLED lighting engines to our integration partners – the creative collaborators in the luminaire, design, architecture and adjacent markets.

Our team is comprised of global OLED pioneers and manufacturing experts. As key inventors, innovators, and implementers for the processes and equipment that manufactured the world's first active matrix OLED display and the highest brightness light panel, OLEDWorks has significant OLED production experience and unique insight into manufacturing strategies specifically tailored to lighting.

**Job Summary:** This role as Executive Assistant reports to the CEO and will support the daily organization for the overall operations of the company. This position screens and prioritizes mail, phone calls, drafts correspondence demonstrating a command of the English language for accurate grammatical and punctuation, maintains the executive's multiple calendars and meeting agendas, prepares materials used in board meetings and executive level presentations, many times in connection with grants, government contracting and federal procurement funded related

projects that may also require additional tracking for compliance with a high level of detail handling legal contracts.

This person will provide a high-level of administrative support by greeting and managing VIP visitors/investors, take charge to plan and host events and receptions, arrange conference calls and schedule meetings in a very fast paced environment while handling high priority of information and requests and will be required to be highly accountable, organized and responsible for safeguarding sensitive information.

**Essential Functions:**

- Supports general office duties including maintaining office supplies, preparation of reports, makes travel arrangements (including international) and interfaces with various members of the team throughout the organization; as well as handling arrangements for other members of the executive team.
- May assist with advance planning for board meetings and investor meetings, and be asked to record minutes and handle follow up details, while prioritizing action item with direction from the CEO.
- Maintains multiple calendars and email accounts for the CEO and plans forward for meetings and events. Reads and analyzes incoming email/mail, summarizes and reports upon significance, drafting responses and replies.
- Supports document management similar to a para-professional, assisting with development, routing, delivery and record keeping.
- Works on various special projects as assigned by the CEO.
- Other duties as assigned. Responsibilities and duties may change at any time due to the needs of the organization with or without notice.

**Education & Experience:**

Must have prior executive level work experience for a minimum of 5 years.

**Competencies & Skills:**

- Possess advanced skills in Microsoft Office (Word, Outlook Excel, and PowerPoint)
- Should be proficient with teleconferencing tools such as Microsoft Teams among other apps and be IT Savvy
- Must have a strong attention to detail, excellent organizational skills and be able to manage their time, as well as the CEO's time, effectively
- Must possess a professional attitude and appearance and have a strong orientation for customer service and the ability to maintain confidentiality
- Have excellent verbal and written communication skills
- Ability to prioritize and multi-task handling a high volume of work
- Ability to occasionally work additional hours or be available for after hour calls upon request. May need to have the ability to flex hours to accommodate some early starts or later in the day meeting and events
- Be eager to learn and gain additional skills and responsibilities, as needed

**Physical Demands & Work Environment:**

This position primarily operates within a professional office environment. An individual working in this role routinely sits at a desk and uses office equipment such as a computer, phone,

photocopiers/scanners, and other peripherals. This position may require lifting of approximately 20-30 pounds as necessary for presentations and events or other needs.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_