



**Open Position:** Executive Administrative Assistant

**Location:** Reedley, CA

**Frutura LLC** is a Reedley, CA based fresh fruit company with extensive international holdings in farming, distribution and marketing operations. The Company is not only rapidly becoming internationally recognized for its premium quality fresh fruit, but also for its leadership in social responsibility, sustainability and environmentally friendly best in class business practices. The Company is on a rapid growth cycle. This is an exciting opportunity to be part of a team of motivated and talented leaders with a desire to set a high standard of excellence in the fresh fruit industry.

**Job Description:**

In this roll the Executive Administrative Assistant will effectively manage CEO's calendar with the ability to prioritize and coordinate while having a thorough understanding of priorities and contacts. The ideal candidate is a professional that values discretion and confidentiality; is extremely detail-oriented, and organized; a master at travel coordination/planning/scheduling; ability to anticipate needs, proficient with Microsoft tools including excel and power point; has the ability to take on special projects, maintain high-level databases, and has experience representing executives in communications. In this role, the EAA will perform a variety of tasks to support the organization's executives including, but not limited to, office management, personal assistance, and high-urgency and high-level tasks. Travel may be required.

**Job Duties:**

- Acting as the point of contact among executives, employees, clients, and other external partners.
- Format information for internal and external communication- memos, e-mails, presentations, and reports.
- Managing executives' calendars, setting up meetings, and sending reminders.
- Making travel and accommodation arrangements.
- Managing information flow in a timely and accurate manner.
- Typing, formatting, and editing reports, documents, and presentations.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Ordering supplies and replacement, as well as managing mail and courier services.
- Picking up and delivering business and personal items.

**Requirements and Skills:**

- Discretion and confidentiality.
- Work experience as an Executive Assistant, Personal Assistant, or similar role for senior management.
- Outstanding organization and time management skills.
- Ability to create power point presentations.
- Excellent interpersonal and comprehension skills.
- Familiarity with office equipment and applications (e.g. Microsoft office, scanners, etc.).
- Ability to work with high level executives on a global scale; Spanish a plus.
- Energetic, proactive, and self-motivated.

**Compensation:**

- Competitive pay.
- Company paid medical, dental and life insurance.
- Vacation and paid time off.
- 401(k) program with employer contribution.
- Bonus plan.

For consideration please submit your résumé to: [careers@daykahackett.com](mailto:careers@daykahackett.com)