



POSITION DESCRIPTION

TITLE: Executive Assistant

LOCATION: San Diego (In-person role)

Company Background

Clipper Oil is a worldwide wholesaler of marine fuels and lubricant oils specializing in supplying vessels throughout the Pacific Ocean. Operating internationally from our headquarters in San Diego, we also maintain offices in Singapore and American Samoa and warehouses in the Pacific Islands. Our clients include commercial fishing fleets, military/government vessels, cruise ships, mega yachts, tugboats, cargo ships, container ships, tankers, research vessels, power generation facilities, service stations and more. Established in 1985, Clipper Oil has been a proven supplier of quality fuels, lubricants and services to the maritime community for over 35 years, serving hundreds of ports worldwide.

Position Summary:

We're currently seeking a full-time, reliable, highly detailed-oriented, organized and confident individual to fill our Executive Assistant position. This is a great position in a casual but hard-working office environment. We maintain a small, team-oriented, dynamic and fast-paced office. We operate as a small business, so this position would be involved in many different aspects of our day-to-day operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Primary responsibilities include (but are not limited to):

- Perform a broad variety of administrative tasks that facilitate the Vice President's ability to effectively lead the organization, including: assisting with special projects; composing emails, reports and presentations; collecting and preparing information for meetings; preparing correspondence; maintaining contact lists; managing calendar and travel arrangements; record keeping; contract renewals; and more.
- Work closely with the VP to keep them well informed of commitments and responsibilities, and follow up appropriately.
- Anticipate the VP's needs in advance of meetings, conferences, etc. and help to prioritize and determine appropriate course of action or response, exercising judgement to reflect company policy.
- Provide additional support to other team members, as directed, to ensure that company goals and objectives are accomplished and that operations run smoothly and efficiently.

Day-to-Day Duties:

- Perform a variety of highly responsible, complex, confidential, clerical, technical, administrative and comprehensive tasks to support the VP and all aspects of his daily work routine.
- Attend to the day-to-day functions of the VP's role, so that he can focus on leadership and strategy functions.
- Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements and appropriate follow-up of time-sensitive and priority issues.
- Effectively answer and handle incoming emails (Comfortable with receiving LOTS of email, 200+ per day)
- Update multiple Excel spreadsheets (EXPERIENCE WITH EXCEL IS A MUST. MUST BE VERY COMFORTABLE WITH EXCEL).

Requirements & Qualifications:

- BS or BA degree or 5+ years of equivalent experience.
- Minimum 1-3 years of working in a similar environment.
- Exceptional organizational skills and impeccable attention to detail.
- Excellent communication, judgment, time-management, interpersonal and proofreading skills.
- Strong work ethic, detail-oriented, structured, analytical, logical, proactive, service-oriented and dependable.
- Resourceful and results-driven with an ability to multi-task and solve problems.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Willingness to wear multiple hats, multitask, switch gears at a moment's notice and care for the business as we do.
- Strong internet research and computer skills, and the ability to utilize the latest AI tools.
- IT proficient. Excellent knowledge of all Microsoft Office applications. (Outlook, Excel, Word, etc).

Benefits:

Full-time benefit eligible position including medical and dental benefits.

Salary commensurate with experience.

Full background/credit check will be performed on final candidates prior to hiring.

Qualified candidates should e-mail their resumes to careers@clipperoil.com

We encourage you to visit our website to learn more about our company: www.clipperoil.com