**JOB DESCRIPTION**

**About Sakata:** Our mission is to quickly and efficiently meet industry expectations for quality seed, strong performance and excellent yields, as well as retail and consumer demand for delicious fruit and vegetables. Sakata Seed America was established in 1977 as a research, production and sales division of Sakata Seed Corporation. Sakata Seed America is headquartered in Woodland, CA. Our research facilities include stations in Salinas, California; Yuma, Arizona; Burlington, Washington; and Fort Myers, Florida. These facilities focus on vegetable breeding and trialing. Today, we continue to challenge ourselves to be the industry leader for innovation, quality, reliability and service.

**LOCATION:** Woodland, CA

**JOB SUMMARY:** The Executive Assistant plays a pivotal role in enhancing the efficiency, productivity, and effectiveness of the President & CEO by expertly managing strategic and administrative initiatives. This role requires actively contributing to the organization’s strategic direction while serving as a trusted advisor to the President & CEO. The ideal candidate will demonstrate a high degree of autonomy, initiative, and a comprehensive understanding of the business.

By enabling the President & CEO to focus on strategic initiatives and decision-making, the Executive Assistant directly supports the achievement of organizational objectives and long-term success. This position is critical to driving organizational performance and advancing long-term goals.

The ideal candidate will be a high-achiever with a track record of excellence in academics and leadership and will possess strong business analysis and coordination skills. This role also requires leadership in managing complex administrative functions with precision and professionalism.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administrative Support:**

* **Calendar Management:** Proactively schedule, organize, and optimize the President & CEO's meetings and events, ensuring alignment with organizational priorities and strategic goals. Ensure all relevant materials are prepared and available for meetings.
* **Communication:** Coordinate and prioritize all communication for the President & CEO, ensuring timely, professional handling of correspondence and drafting responses as needed.
* **Travel Arrangements:** Arrange comprehensive travel plans, including flights, accommodations, and ground transportation, tailored to the President & CEO's preferences. Prepare detailed itineraries and provide necessary travel documents. Be available outside regular business hours to support the President & CEO during domestic and international trips.
* **Task Prioritization:** Enhance the President & CEO's time management by effectively prioritizing tasks and providing timely reminders of deadlines and commitments.
* **Liaison Role:** Act as a liaison between the President & CEO and the executive team, senior management, project managers, and other stakeholders as needed.
* **Independent Action:** Handle requests directed to the President & CEO by determining the appropriate course of action, intervening when necessary, and acting as a liaison between departments on behalf of the President & CEO.
* **Administrative Collaboration:** Collaborate with administrative assistants supporting other executives or senior management team members to establish and share best practices and to support cross-functional communication.

**Executive Operations & Information Management:**

* **Meeting and Report Preparation:** Organize meeting logistics, prepare agendas and materials, take detailed notes, and ensure timely post-meeting follow-up. Conduct research and compile relevant information to support meeting objectives.
* **Confidential Information Management:** Handle sensitive information with discretion, maintain confidentiality, and manage documents and data to optimize efficiency.
* **Budget Management:** Collaborate with key stakeholders to monitor Executive budgets, providing analysis and insights to support informed decision-making.
* **Document Organization:** Establish, maintain, and retrieve documents and data across various filing systems, including electronic records and correspondence, ensuring quick and efficient access to information necessary for the President & CEO’s responsibilities.

**Stakeholder Management:**

* **Board and Shareholder Relations:** Prepare materials for board meetings and shareholder communications. Collaborate with the Senior Manager of Corporate Administration to coordinate governance and compliance activities, ensuring alignment with organizational standards.
* **Relationship Management:** Act as a liaison between the President & CEO and key stakeholders, promoting effective communication and fostering positive relationships. Support the President & CEO in developing and maintaining strong connections within the organization and with external stakeholders to build a robust professional network.

**Business Analyst/Coordinator Functions:**

* **Data Analysis:** Assist in gathering and organizing data to create reports, summaries, and presentations that support decision-making.
* **Project Coordination:** Oversee cross-departmental projects, ensuring deadlines are met and objectives are achieved.
* **Process Optimization:** Identify inefficiencies and recommend process improvements to streamline operations.
* **Key Performance Indicators (KPIs):** Assist in developing and tracking KPIs to measure organizational performance.

**Advanced Executive Support Functions:**

* **Gatekeeping and Stakeholder Access:** Manage access to the President & CEO, handling meeting requests, incoming communications, and ensuring priorities are maintained.
* **Executive Representation:** Act as the primary contact for stakeholders on behalf of the President & CEO, maintaining professionalism and continuity in communication.
* **Compliance Oversight:** In coordination with the Senior Manager of Corporate Administration, ensure the President & CEO is briefed on legal matters and compliance requirements, ensuring adherence to organizational and regulatory standards.
* **Strategic Collaboration:** Support the President & CEO on long-term planning and goal setting, actively contributing to the development and execution of strategic initiatives.
* **Crisis Management and Communication:** Work with the Senior Manager of Corporate Administration to develop crisis communication plans and support the President & CEO in making well-informed decisions during high-pressure situations.

**Organizational Coordination and Development:**

* **Senior Management Team Collaboration:** Facilitate the exchange of critical information, revise and refine global reports, and monitor the organizational calendar to ensure seamless operations.
* **Event and Meeting Coordination:** Plan and organize events and meetings, ensuring all necessary resources and supplies are prepared in advance.
* **Professional Growth and Development:** Pursue opportunities for personal and professional growth through workshops, educational programs, and other learning initiatives.
* **Process Improvement and Innovation:** Work closely with the Senior Manager of Corporate Administration to identify and implement administrative process enhancements, utilizing new technologies to increase efficiency.
* **Special Projects and Additional Responsibilities:** Support special projects, initiatives, and any additional duties as assigned, contributing to organizational success.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

* **Confidentiality**: Maintains the highest levels of discretion and confidentiality when handling sensitive information.
* **Attention to Detail**: Demonstrates exceptional attention to detail and ensures accuracy across all assigned tasks.
* **Effective Communication**: Demonstrates exceptional communication skills, including outstanding oral, written, and interpersonal proficiency, with a strong command of business English, including spelling, punctuation, and grammar, while consistently presenting a professional demeanor in all interactions.
* **Resilience**: Exhibits resilience and composure by thriving under pressure, effectively managing high-stakes projects, tight deadlines, and strict performance expectations with professionalism and focus.
* **Autonomy**: Effectively prioritizes tasks and operates independently with self-motivation and high initiative.
* **Efficiency**: Excels in organizational and time management capabilities with a proactive work ethic.
* **Emotional Intelligence**: Demonstrates emotional intelligence (EQ) and maturity by managing emotions effectively, fostering collaboration, resolving conflicts, and building positive relationships while displaying emotional stability, adaptability, cultural and gender sensitivity, and integrity in all interactions.
* **Strong Interpersonal Skills**: Skilled in building effective relationships with management, colleagues, and the public, demonstrating cultural sensitivity and cross-cultural interaction capabilities.
* **Resourcefulness**: Exhibits decisiveness, a results-oriented mindset, and innovative problem-solving abilities.
* **Technical Proficiency**: Advanced expertise in Microsoft Office Suite and adept use of computer software and electronic communication tools for office operations.
* **Analytical Expertise**: Displays foundational business analysis and coordination abilities, with familiarity in data analysis and project management tools.

**EDUCATION/EXPERIENCE/BACKGROUND:**

* A bachelor’s degree (BA or BS) in a related discipline is required.
* A minimum of 5 years of administrative support experience is required, with at least 3 years in a senior-level executive support role involving business analysis or project coordination.
* Exceptional academic achievements, such as honors or advanced certifications, are strongly preferred.
* Proficiency in multiple languages (e.g., English/Japanese or English/Spanish) is preferred but not required.
* Industry experience in a relevant sector, such as seed, ornamentals, or produce, is highly desirable.

**WORKING CONDITIONS/PHYSICAL DEMANDS**

* Must be able to sit for long periods.
* Must be able to work at a computer terminal for long periods.
* Must be able to travel periodically throughout the year.
* Must be able to work long and/or irregular hours.

**COMPENSATION & BENEFITS**

* Salary: $85,000-$95,000 per year
* Medical, Dental & Vision Insurance coverage for employees and their families
* Basic Life & AD&D Insurance
* 401k program with company match
* Profit Sharing program (via 401k)
* Holiday & Performance Incentive Bonus program
* Paid Vacation: 10 days per year to start, increases with tenure
* Sick Leave: 1 hour accrued per 30 hours worked for first 30 days, 6.67 hours per month thereafter.
* 14 paid company holidays, 2 floating holidays & birthday off
* Paid Family Leave: 15 days after 12 months of service for FMLA qualifying events
* Company provided EAP
* Company provided subsidy for health/fitness clubs & apps