Job Title: Executive Assistant and Project Coordinator
Location: Billings, MT, USA
Employment Type: Full-Time | On-Site
Reports To: CEO
Industry: High-tech manufacturing
Salary: Very competitive, DOE

Position Summary

We are seeking a dynamic and highly experienced **Executive Assistant & Project Coordinator** to provide direct support to senior leadership and ensure smooth execution of high-impact projects. The ideal candidate will bring **10+ years of relevant experience**, **exceptional organizational skills**, and a **deep personal commitment to excellence**, **integrity**, and **results**. This role requires a proactive, resourceful individual who thrives in fast-paced, high-stakes environments and is ready to take ownership and drive success across administrative and project domains.

Key Responsibilities

Executive Support

- Provide comprehensive administrative support to executive leadership
- Manage calendars, schedule meetings, and coordinate travel arrangements
- Prepare and edit correspondence, reports, and presentations
- Handle confidential information with absolute discretion and professionalism
- Serve as a liaison between executives and internal/external stakeholders

Project Coordination

- Coordinate and track multiple cross-functional projects simultaneously
- Support execution of project timelines, deliverables, and milestones
- Monitor project progress, identify issues, and proactively drive resolution
- Assist with reporting, documentation, and communication of project outcomes
- Organize and lead meetings, track action items, and follow through on deadlines

Office & Team Collaboration

- Serve as a central hub for team operations, culture, and communication
- Facilitate departmental collaboration and foster a solution-oriented mindset
- Take initiative in identifying and improving internal systems and workflows

Required Qualifications

- **10+ years of experience** as an Executive Assistant, Project Coordinator, or similar
- Strong background supporting executive leadership in high-pressure environments
- Proven ability to manage multiple projects and competing priorities
- Excellent written and verbal communication skills
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Exceptional attention to detail, follow-through, and accountability

What We Value

- **Energy & Initiative:** You show up with drive and take ownership without being asked.
- **Honesty & Integrity:** You say what you mean, mean what you say, and do what's right.
- **Hard Work & Resilience:** You thrive under challenge and are willing to roll up your sleeves.
- **Commitment:** You're dedicated to your team, your role, and the success of the company.
- **Discretion:** You understand the importance of confidentiality and professionalism.

Benefits

- Competitive salary and performance-based bonuses
- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- A culture of respect, excellence, and growth

📬 **How to Apply**

Sound like your kind of challenge? Send us your **resume** to caleb@four9design.com and a brief **note about why you're the right fit.** We care about more than just experience—we want to know who you are.