For over 90 years, Burch Oil, a Southern Maryland energy Company, has been a provider of fuel oil, propane and other petroleum products and services to families and businesses throughout the region. We are now in search of a qualified, experienced Executive Administrative Assistant for our company.

The Executive Administrative Assistant performs administrative duties in support of the Executive Staff and is expected to perform all job duties in a professional and confidential manner at all times.

* Assists management with administrative duties, problem solving, project planning, developing, and executing stated goals and objectives as well as act as liaison for communication to other departments
* Answer calls and take messages for the Executive Staff, as needed.
* Schedules appointments, coordinates meetings and events as needed.
* Establishes, maintains, and updates company files, databases, records, policies and procedures.
* Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries.
* Requisitions supplies, maintenance, and other office services.
* Experience in ADP is required to provide payroll support, run reports, update all employee information and respond to employee inquiries and requests regarding payroll matters.
* Maintains Company and employee confidence and protects operations by keeping information confidential
* Performs miscellaneous job-related duties as assigned.

REQUIRED SKILLS & COMPETENCIES

* Previous administrative work experience required
* Proficient with computers
* Able to work with Microsoft Office Suite including Excel and Word
* Able to work with ADP and other software systems as required

This is a full-time position and is eligible to participate in our extensive benefit program including medical, dental, 401K but not limited too. Salary will be commensurate with experience.