



EXECUTIVE ADMINISTRATIVE ASSISTANT

We have an opening for an Executive Administrative Assistant here at the Corporate Office in Beloit.

We are looking for someone with extensive computer skills, organizational skills, travel management skills and willing to work overtime when necessary. Experience in supporting three or more executives is critical.

Some of the duties will include creating Excel spreadsheets, PowerPoint slides, Word forms, event/meeting planning, making travel and hotel arrangements.

If you are interested and want to be considered for this position, please submit your resume in confidence to: hrbeloit@regalbeloit.com.

EOE