



**Job Title:**

## **Executive Assistant to the Owner**

**Location:** Fond du Lac, WI

**Company:** Spark Ops Metalworks

### **About Spark Ops Metalworks**

Spark Ops Metalworks is a growing, dynamic company specializing in high-quality metal fabrication and custom solutions. We pride ourselves on precision, innovation, and exceptional service. As we continue to expand, we're seeking a proactive and highly organized Executive Assistant to support Ownership with daily operations and help drive the company's current growth and success.

### **Position Overview**

The Executive Assistant will provide numerous administrative support functions to Ownership, ensuring smooth day-to-day operations and efficient communication across the organization. This individual must be detail-oriented, adaptable, and capable of managing multiple priorities in a fast-paced environment. The ideal candidate will have a **“can-do” attitude**, demonstrate **professionalism**, and embrace **change** as part of a growing and evolving business.

### **Key Responsibilities to Ownership**

- Provides direct administrative support across several categories' ownership is involved with, including entities beyond just Spark Ops Metalworks.
- Serves as a designated point of contact managing calls and responding on behalf of ownership when necessary.
- Manage several email accounts of ownership; prioritizing emails, responding as needed on behalf of ownership, and categorizing emails by entities in an organized and efficient manner.
- Managing calendars, scheduling meetings, and organizing appointments.
- Openly accept ad hoc tasks and special projects as assigned, demonstrating flexibility and adaptability in a fast-paced environment.

continued

### **Key Responsibilities to Ownership (continued)**

- Assist in organizing and coordinating events, meetings, and conferences, including all logistics, preparing agendas, and ensures all necessary materials are available.
- Prepares and edits correspondence, reports, presentations, and other documents with a high degree of accuracy and professionalism.
- Tracks and manages expenses, process reimbursements, and maintains ownership expense records and receipts for accounting department processing.
- When called upon, coordinate domestic travel, including booking flights, accommodation, and transportation, ensuring seamless logistics for business trips.
- Proactively anticipates the needs of ownership, suggesting solutions and addressing issues before they arise.
- Maintains discretion and confidentiality in handling sensitive company and personal information.
- Other duties, as needed

### **Qualifications & Skills**

- Proven experience as an Executive Assistant, Administrative Assistant, or equivalent.
- Exceptional organizational and time management skills.
- Strong attention to detail with the ability to multitask effectively.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Professional demeanor with strong interpersonal skills.
- Ability to adapt quickly and embrace change in a dynamic environment.
- Proactive, resourceful, and solution-oriented mindset.
- Discretion and integrity when handling confidential information.

### **Preferred Qualifications**

- Experience in a manufacturing, metalworks, or similar industrial environment.
- Familiarity with project coordination or operations support.
- Proficient in Google Workspace.



## Why Join Spark Ops Metalworks?

- Opportunity to work directly with company leadership.
- Dynamic and supportive team culture.
- Growth potential within an expanding company.
- Competitive pay and benefits package.

## Compensation and Benefits

- **Salary Range:** \$45,000-50,000 per year, commensurate with experience and qualifications.
- **Benefits Package Includes:**
  - Comprehensive health, dental, and vision insurance.
  - Paid time off (vacation, sick leave, and holidays).
  - Retirement savings plan with company match.
  - Professional development and training opportunities.
  - Supportive, team-oriented work environment.

Join us in revolutionizing modular structural solutions for high-profile projects including Super Bowl events, Formula 1 races, and major aerospace facilities and more!

## Ready to elevate your career?

Apply today:

Maria Perl – OWNER: [maria@sparkopsmetalworks.com](mailto:maria@sparkopsmetalworks.com)

Tom Ackerman – CEO: [toma@sparkopsmetalworks.com](mailto:toma@sparkopsmetalworks.com)

**Shaping the world for the better.**

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