



<https://cloverleafinfra.com/job/administrative-assistant/>

## ADMINISTRATIVE ASSISTANT

### Description

#### Join our Team

Join Cloverleaf in developing innovative solutions for the largest electric loads. We develop power-ready and construction-ready sites to enable the growth of cloud computing and artificial intelligence, the renaissance of domestic manufacturing, and new forms of energy production. We are a fast-paced company with experienced founders, strong investors, and a collaborative work environment. Take your career to the next level, make a difference, and work on some of the most important issues of our time!

#### Position Description

We are seeking a highly motivated individual to join our dynamic team as an Administrative Assistant. This role requires strong organizational skills, attention to detail, and the ability to prioritize multiple tasks. The Administrative Assistant will be responsible for managing calendars, coordinating meetings, preparing reports and handling correspondence on behalf of the executive management team. The ideal candidate will be proactive, resourceful, and possess strong interpersonal skills.

#### Key Responsibilities

- Assist in scheduling and coordinating meetings, appointments, and events for executive management. Proactively prioritize time commitments and resolve conflicts.
- Make travel reservations and itineraries for executive management, including flights, accommodations, and transportation
- Serve as a liaison between management and external stakeholders.
- Draft, format, and edit documents, reports, presentations, and correspondence as needed
- Organize meetings, including agendas, preparing materials, booking venues, and taking minutes when required
- Assist with general office administrative duties, such as ordering supplies, coordinating maintenance and supporting other team members as needed
- Process expense reports and reconcile credit card activity

#### Qualifications

- At least 5 years in an administrative or office support role
- Strong working knowledge of Microsoft Office Suite (Outlook, Word, PowerPoint)
- Strong attention to detail and excellent organizational abilities.
- Excellent written and verbal communication skills
- Ability to work under pressure and meet tight deadlines, while maintaining a high level of accuracy
- Excellent collaboration skills and a can-do attitude

#### Compensation and Benefits

- Compensation based on experience and qualifications

### Hiring organization

Cloverleaf Infrastructure

### About Cloverleaf

Cloverleaf is a purpose-driven company that solves low-carbon electricity challenges for large electric loads like data centers and electrified factories. Cloverleaf is led by a veteran management team that has built several successful companies. Our leadership prides itself on developing the skills and career of every employee. We are committed to an inclusive workplace that supports employees of all backgrounds.

### Employment Type

Full-time

### Job Location

Houston, Texas, USA

### Date posted

September 26, 2024

- Equity participation in the company
- Eligible for annual bonus
- Health, dental and vision benefits
- Opportunities for professional growth and skill development

**Location**

Houston, Texas. We are open to flexible work (e.g., two days per week remote) after an initial onboarding period.

**Contacts**

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